DT690

Cordless Phone for MX-ONE

USER GUIDE

AASTRA

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1 Welcome

Welcome to the user guide for the DT690 cordless phone. This guide describes the available features of the telephone when it is connected to MX-ONE™. The cordless telephone is a handset rich of features, with color display, telephony, messaging, and Bluetooth as optional. The telephone is designed to be used in a medium demanding environment, such as hospital environment, light industry environment, and office environment.

Depending on the version and configuration of the exchange that your telephone is connected to, it can be that some of the functions and features described in this user guide are not available. There can also be some differences in the way your telephone is programmed. Please consult your system administrator if you need further information. Some markets use differing codes for some features. In this guide the features are described using the most common code. The latest version of the user guide can be downloaded from: http://www.aastra.com.

2 Important User Information

WARRANTY

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DECLARATION OF CONFORMITY

Hereby, Aastra Telecom Sweden AB, SE-126 37 Hägersten, declares that this telephone, is in conformity with the essential requirements and other relevant pros of the European R&TTE directive 1999/5/EC. Details to be found at: http://www.aastra.com

CE

FCC Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

Privacy of communications may not be ensured when using this phone.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This device complies with FCC SAR limit of 1.6 W/kg. The maximum SAR value measured when used at the ear is 0.104 W/kg. The telephone has also been tested when worn on the body using belt clip, maximum measured SAR value in this configuration is 0.029 W/kg. This device must not be collocated or operating in conjunction with any other antenna or transmitter.

- This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear side, underneath the battery of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

- REN is N/A as this product is intended to be connected behind a FCC Part 68 compliant PBX system. It is not intended for direct connection to telephone network.

- If this equipment cause harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

- The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

- If trouble is experienced with this equipment, for repair or warranty information, please contact your Aastra business partner http://www.aastra.com. This equipment is not intended to be repaired by the customer (user). If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

- Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

- If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment that it does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or qualified installer.

Electrical Safety Advisory

Electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. Customer is thus recommended to use a surge arrestor for the equipment that requires AC power.

2.1 Safety Instructions

Note: When using your telephone or connected equipment, the following basic safety precautions should always be followed to reduce risk of fire, electrical shock and other personal injury.

2.1.1 Recommendations

- Always keep and handle your products with care and keep them in a clean and dust-free place. Proper use and care will prolong the products life. Use a soft absorbent tissue or cloth to remove dust, dirt or moisture.
- Always ensure that the phone, battery and charger are used and operated in the environment for which they are designed.
- Operate the phone in temperatures between 0°C to +40°C (32°F to 104°F).
-

Do not expose your products to liquid, moisture, humidity, solvents, strong sunlight, harsh environments or extreme temperatures, never above +60°C (+140°F), unless the product has been specifically designed and officially approved for such environments.
-
Exposure to heat may cause batteries to leak, overheat or explode, resulting in fire, burns or other injuries.
- Do not put the product in the microwave oven: This may cause damage to either the oven or the product.
-
Do not attempt to disassemble or alter any part of the phone, the charger(s) or the battery-pack. Disassembly or alteration may result in electrical shock or irreversible damage to the equipment. Only a qualified service personnel or an authorized Aastra partner should conduct internal inspections, alterations and repairs.
- Do not expose your product to open flames or lit tobacco products.
- Do not drop, throw or bend your products. This may cause malfunction or electric shock.
- Do not paint your product.
- Do not use your product in an area where a potentially explosive atmosphere exists, unless the product has been specifically designed and officially approved for such environments

- To avoid hearing impairment, accept the call before holding your product (or portable handsfree device) to your ear.

Warning!

The handset may retain small magnetic objects around the mouthcap or earcap region. Please check and remove before use.

2.1.2 Disposal of the product

- Your product should not be placed in municipal waste. Please check local regulations for disposal of electronic products.

2.1.3 Power supply

Available power adapters (Suppliers Designation) are:

- Art.No.DC3: 130160 Power supply unit AC/5V DC/0.65A -Europe
- Art.No.DC3: 130166 Power supply unit AC/5V DC/1A -USA, Canada, AUS, and U.K.
- Art.No.DC4: 130161 Power supply unit AC/5V DC/2A

Precautions:

- Connect the AC power supply to the desktop battery charger only to the designated power sources as marked on the charger.
- Make sure the AC power supply is positioned so that it will not be subjected to damage or stress.
- To reduce risk of electrical shock, unplug the chargers from any power source before attempting to clean or move it.
- The AC power adapters must not be used outdoors or in damp areas.
- Never modify the cord or plug. If the plug will not fit into the outlet, have a proper outlet installed by a qualified electrician.
- Limit the distance between the mains socket and the cordless phone when charging for easy accessibility.
- As an energy saving measure, disconnect the charger from the main socket after charging.

- When unplugging the mains adapter from the power outlet, make sure that your hands are dry and ensure that you hold the solid portion of the mains adapter.
- Do not pull on cables.

2.1.4 Charging and batteries

This product should only be used with the following battery:

- Art.No.: 660190 Battery

Single chargers shall only be connected with power adapters supplied by the manufacturer, see list above.

Precautions:

Please read carefully the following important precautions before the first time use of the batteries. Make sure to understand and observe all cautionary instructions stated, so as to avoid any possible safety hazards that are caused by any misuse, misapplication or damage to batteries.

- Only use batteries, mains adapters or desk and rack chargers which have been specifically designed for use with your product.
- Use of power sources not explicitly recommended may lead to overheating, reduced battery performance, distortion of the equipment and fire or other damages.
- The phone is equipped with Li-Polymer/Li-Ion battery. In a complex infrastructure, the talk- and standby time may differ, due to the consequence of the increase in signaling.
- The battery must always be completely charged (minimal 4 hours) before first time use.
- The battery in your product is designed to withstand many charge cycles.
- Use only the recommended charging equipment.
- Improper charging can cause heat damage or even high pressure rupture.
- Observe proper charging polarity.
- Do not solder lead wires directly onto the battery.
- Do not allow water to come into contact with the battery, this could short-circuit and damage the battery.
- If the handset has been exposed for water or condense, remove the battery immediately and let it dry completely before reinserting the battery.

- Remove the battery before cleaning the telephone to reduce risk of electric shock.
- Unplug the battery charger from a power source before cleaning the handset to reduce risk of electric shock.
- The battery is replaceable, however it is not the intention to do this frequently.
- Only charge the battery when placed in the phone.
- Use only the specified battery-packs for your product.
- Never heat or dispose of the battery into a fire, which, or else, may cause leakage, burst or fire.
- Remove the carrying case from the product while in charger.
- Do not cover the product while being charged. Do not charge the phone in a closed cabinet or drawer. The charging of the battery is a chemical process and causes the battery to become warm during charging. Make sure the environment in which the phone is charged, is well vented.
- The cordless phone can be charged either when switched on or off.
- Do not connect the battery's positive and negative leads altogether in any circumstances.
- Do not strike or drop the battery. It may cause damage to the battery.
-

Do not charge the battery below +5°C (+41°F). Be sure to charge the battery between +5°C and +40°C (+41°F and 104°F). Charging beyond these conditions may impair the battery performance and shorten the life cycle.
- Do not use battery packs from different types, brands or of different capacities.
- The battery is to be stored in a dry cool place, with the ambient temperature of approximately +25°C (+77°F) for best performance.
- The battery continues to discharge a minimal portion of its power, even if the product is switched off or the battery is removed.
- Dispose the battery in accordance with all local regulations, applicable in your country.

Warning!

Smoke or fumes

Stop operating the products and turn off immediately in case of smoke or fumes. Unplug the mains adapter and remove the batteries from the phone immediately. Continued operation may result in fire or electrical shock.

Warning!

LCD

If the liquid crystal display breaks, avoid injury by not allowing the liquid crystal to come into contact with eyes, skin or mouth. Prevent the liquid crystal from leaking out of the broken glass.

2.1.5 Bluetooth Qualified Design ID

Bluetooth QD ID: B014317

2.1.6 Preventing malfunction

- Never place the equipment in close proximity of electric motors, welding equipment or other devices generating strong (electro) magnetic fields. Exposure to strong (electro) magnetic fields may cause malfunction and corrupt the communication.
- Moving the equipment rapidly between warm and cold temperatures may cause condensation (water droplets) to form on its internal and external surfaces. Water droplets may cause malfunction of the equipment and corrupt or end communication or damage the equipment. When condensation is noticed, stop using the equipment. Switch off the phone, remove the battery and unplug the mains adapter from the power outlet. Wait until the moisture evaporates from the equipment before putting it in operation again.
- Avoid accidental drop of the phone. Use the clip, security clip or carrying case specified for carrying purposes of the phone.
- Avoid squeezing the phone between furniture and your body when carrying the phone in your pocket or attached to clothing.

2.2 Intrinsic Safety

The DT690 cordless phone is not specified as intrinsically safe, so do not use it in areas with a danger of explosion.

2.3 Preparing for Use

Before using your phone for the first time, you have to charge and connect the battery, see Section 19 on page 105.

Note: Place the phone in the charger and charge it for at least one hour before using it the first time.

2.4 IPEI Code

Your phone has an International Portable part Equipment Identity (IPEI) code. This code is unique for each phone, and it is needed for your system administrator to enable network subscription of your phone.

To look up the IPEI code, do the following:

- Enter ***#06#** when phone is in idle mode.
  A message box with the text `IPEI` followed by the IPEI number (13 digits) is shown.

2.5 Software Version

To view the telephone's software version:

1. Enter ***#34#** in standby mode.

2. Select **Software**.

2.6 Accessibility and Voice Quality

The base network is not always available. If you do not get in contact with your system, contact your system administrator. For best voice quality, avoid positioning near computer, radio or similar equipment.

2.6.1 Operating area

You can use your cordless telephone in the area that is covered by the network. Outside this area you will lose contact with the telephone network. The signal strength icon, , will disappear and `No System` will be displayed.

2.6.2 Out of Range

When you leave the system coverage area you will hear a short beep and see a lamp indication, and the text `Searching` will appear in the display. The out of range beep will be repeated every minute for 30 minutes. It is possible to switch off this beep by pressing #♫. When reentering the coverage area it can take a couple of minutes before the phone automatically has registered into the system.

2.6.3 Frequency Range

The handset is a radio transmitter and receiver. When it is on, it receives and sends out radio frequency (RF) energy. The handset operates on different frequency ranges depending on market and employs commonly used modulation techniques:

- EU 1880 - 1900 MHz
- U.S. 1920 - 1930 MHz
- L.A. 1910 - 1930 MHz

3 Description

This section describes the DT690 cordless phone and its display information, menu structure, and tones. A picture of the telephone is shown in Figure 1 on page 13.

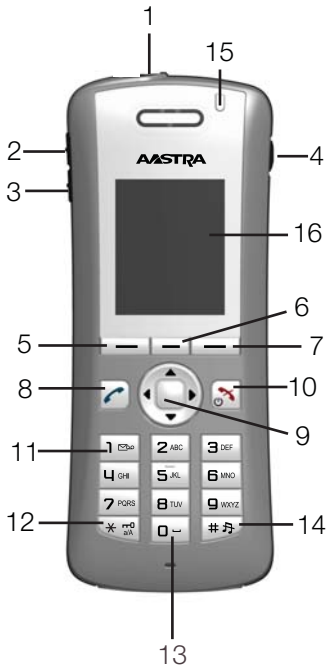


Figure 1 Overview of the cordless telephone DT690

1 **Multifunction button**
This button can be used as a short cut to functions; long or double press modes.

2 **Volume Up**
To increase the speaker volume.

3 **Volume Down**
To decrease the speaker volume.

4 **Headset connector**
The headset connector is for connecting a headset. The connector is protected against dust by using the headset connector cover.

5 **Left Soft key** (1)
Can be pre-programmed or used with GUI.

6 **Middle Soft key**
Can be pre-programmed or used with GUI.

7 **Right Soft key**
Can be pre-programmed or used with GUI.

8 **Off-hook key**
To answer a call, to pre-dial a number, and as a short cut to the Call list.

9 **Five-way navigation key**
Navigation key with Left, Right, Up, Down, and Confirmation (in the middle). It is also possible to program these keys for short cuts, except the middle key.

10 **On-hook key; Power On and Off**
Combined button; to end a call, to return to standby mode, and to switch the handset on and off by long press.

11 **Voice mail access**
To listen to a voice mail.

12 **Key lock and Upper/Lower case**
Combined key lock and Upper/Lower Case.

13 **Space**
To add space between text.

14 **Mute key**
Switch off and on audible signals in idle mode, silencing the ring signal at incoming call, and also to switch the microphone off and on during a call.

15 **Indication lamp**
Indicates incoming call, messaging, low battery, and charging.

16 **Display**
The full graphic type display is 128 pixels wide and 160 pixels high. The display has multiple colors and backlighting.

(1) Soft keys are explained further in Figure 4 on page 17

3.1 Functions and Accessories

Functions and accessories for the phone are presented in Figure 2 on page 15.

Functions	DT690
Local phonebook (250 contacts)	Yes
Central phonebook	Yes*
Vibrator	Yes
Headset connector	Yes
Microphone on/off during call	Yes
Loudspeaking function	Yes
SMS (Short Message Service)	Yes*
Voice mail access	Yes*
Centralized Management	Yes*
Easy replaceable battery	Yes
Bluetooth (optional)	Yes
Accessories	
Desktop charger Basic	Yes
Desktop charger Advanced	Yes
Charging rack	Yes
Battery pack charger	Yes
Leather case	Yes
Belt Clip	
hinge-type	Yes
swivel-type	Yes
Security chain	Yes
Headset with microphone on boom	Yes
Headset with microphone on cable	Yes
Bluetooth Headset	Yes
CPDM	Yes
Desk PDM	Yes

* System dependent

001

Figure 2 DT690 functions and accessories

Case The plastic cover parts are made of durable PC/ABS material.

Antenna The antenna is integrated inside the phone.

Loudspeaker The cordless telephone has a separate loudspeaker for the Loudspeaking function. It is placed on the back of the cordless telephone.

Microphone The microphone is placed on the front bottom of the phone.

Clip There are three different belt clip options to the cordless telephone; a hinge-type clip (standard), a swivel-type clip, or no clip which makes it possible to use the cordless telephone without any clip on. Use the clip to

attach the phone to a belt or similar. See also Section 19.9 on page 111.

Battery The battery is a rechargeable Li-Pol/Li-Ion battery, placed under a battery cover. The battery is fully charged after four hours.

The battery can be charged separately with a special battery charger.

Security String The security string is 800 mm long. The security string is attached directly to the telephone.

Leather Casing The leather casing is especially designed for the handset. The casing comes with a swivel type belt clip and the handset is fully operational while placed in the casing.

3.2 Display Information

The icons and text in the display indicate functions and settings available to the user. The display gives visual feedback on all actions performed, and also textual warnings, see Figure 3 on page 16. The owner ID can manually be set by the user.

Note: If a name is available it is displayed instead of, or together with, the number.

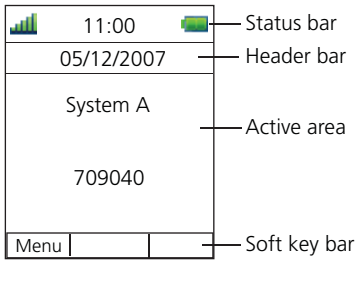


Figure 3 Example of a display configuration in standby mode

The top row (Status bar) is used for icons giving the user information for signal strength, missed call, new message, phone lock, key lock, sound off, time and battery status. This row is always visible.

The next row (Header bar) displays the current date, headset connection, Bluetooth connection, and system connection.

The next rows (Active area) are used for information such as the name of the system to which the cordless telephone is connected. A user identity provided from the system, or an Owner ID, can also be displayed if it has been configured in the Settings menu. This is also the area for pop up text for example, missed calls or to confirm an action.

The bottom row (Soft key bar) is used for soft keys which can be used as short cuts for functions in the telephone. There are three soft keys, located just beneath the display and the functions of each soft key is indicated by text in the display just above the keys, see Figure 4 on page 17. In standby mode, the soft keys can be used for specific functions defined by the user of the handset.

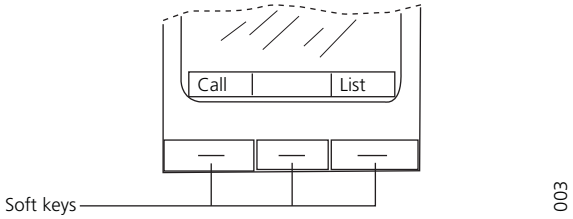


Figure 4 Soft keys (Call and List)

Note: The information displayed varies depending on the version and configuration of the exchange, and whether you use the phone in a DECT or an IP DECT system. Consult your system administrator to find out which type of system your phone is used in.

Depending on the state and setting of your phone, different information can be shown, see the following list:

- **Idle phone**
  - Normal.
    The display shows the programmed name of your network, your name and extension number, time, date, and so on, see Figure 3 on page 16.
  - Follow-me activated.
    The display shows your own extension number followed by a **>** and the extension number diverted to.
- **Outgoing call**
  - Normal outgoing call.
    When making an outgoing call, the dialed number or name is displayed.
  - Diverted call.
    If the dialed number is diverted, the diversion information is shown. For example, the display shows the dialed number and the number diverted to (preceded by **>**). When the diverted call is answered, only the number of the answering position is displayed.
- **Incoming call**
  - Normal incoming call.
    If available, the number or the name of the caller is displayed.
  - Diverted call.
    A diversion indicator (**>**) before the number or name informs that the call is diverted to your phone. When you have answered the call, the display only shows the number of the person calling.

3.2.1 System Connection Messages

Possible system connection messages that can be displayed on your phone is described below.

Shown in display	Indicating	Description
`System A`	System Indication	The phone is in contact with System A. It is also possible for the system to be named something else, for example, MX-ONE.
`No System`	Out of coverage	The telephone is out of coverage. Go into range, or contact system administrator. (1)
`No access`	Access Indication	Your phone has contact with a system, calling is not allowed.
`No Subscription`	System Indication	The phone is not in contact with any system. Please ask your system administrator to log on the phone.

(1) When reentering the coverage area it can take a couple of minutes before the phone automatically has registered into the system.

3.2.2 Display Icons

The display icons are listed and shortly described below.

Icon	Description
	Signal strength Shown in the upper left corner, when the phone is connected to a system. The staples shown in display depends on the signal strength.
	Sound off Shown when the key is pressed and held.
	Full battery Shown in upper right corner.
	Low battery Shown when the battery only has 5% of its capacity left. The icon is flashing when the battery capacity is lower than 5%.
	Loudspeaking Displayed in the soft key bar during a call. Pressing this icon will activate the loudspeaking mode.
	Loudspeaking off Displayed when the soft key for Loudspeaking has been pressed. Pressing the soft key when this icon is displayed will deactivate the loudspeaking mode.

Icon	Description
	New message Indicates that a new message (or messages) has arrived. The icon remains in the status bar until all new messages in the inbox are read.
	Voice mail message Appears in the message inbox when there are voice mails. The icon remains until voice mail has been listened.
	Read message Placed in front of a message indicates that this message already has been read.
	Keys locked Indicates a locked keypad.
	Phone locked Indicates a locked phone.
	Bluetooth Indicates that Bluetooth is enabled.
	Bluetooth headset Indicates that a Bluetooth headset is connected to the phone.
	Headset Indicates that a corded headset is connected to the phone.
	Microphone off Indicates a silenced microphone. It is displayed after a long press on # during a call.
	Outgoing call Added in front of outgoing calls in the call list.
	Incoming call Added in front of all answered calls in the call list.
	Missed call Added in front of missed calls in the call list, and in the status bar.
	System connection Visible when connecting to a system.

3.2.3 Menu Tabs

The menu tabs are listed and described below.

Contacts
Contains all names and numbers in the personal phonebook. It is also possible to access a central phonebook from this menu.

My favourites
Contains menu short cuts used to customize an own menu.

Messaging
Contains all message handling such as reading and writing messages.

Calls
Contains call lists, call time, and call services (1).

Connections
Contains Bluetooth connection, headset selection, system selection and In charger selection.

Settings
Contains personal phone settings such as changing the ringer volume, selecting language, and so on.

Short cuts
Contains short cuts for the Soft keys, Hot keys, Navigation keys, and the Multifunction button

Profiles
Contains possibility to add four different profiles. By default there is no profile.

(1) Call services are configured by the system administrator through the Desk PDM/CPDM

3.2.4 Additional Display Features

Depending on which network you are connected to, additional display features are available. Ask your system administrator if you require additional display features.

3.3 Menu Structure

The available phone and network functions can be accessed via the menus.

Press to enter, step in, and confirm selections in the menus. The middle key is for confirmation and in standby mode it is by default a short cut to the main menu. It is also possible to press **Select** to confirm a selection. Press **Back** to return to previous menu, and press to exit the menu structure. When entering the main menu, the display will look as in Figure 5 on page 21.

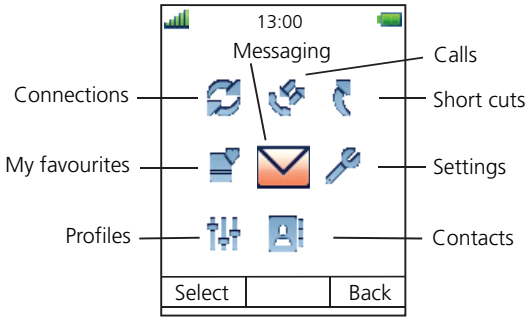


Figure 5 Messaging tab is selected by default when entering the main menu

Note: The phone can be used in several networks, and it is not sure that all functions are supported in all networks.

3.3.1 Calls Tab

An overview of the calls tab is presented in Figure 6 on page 21.

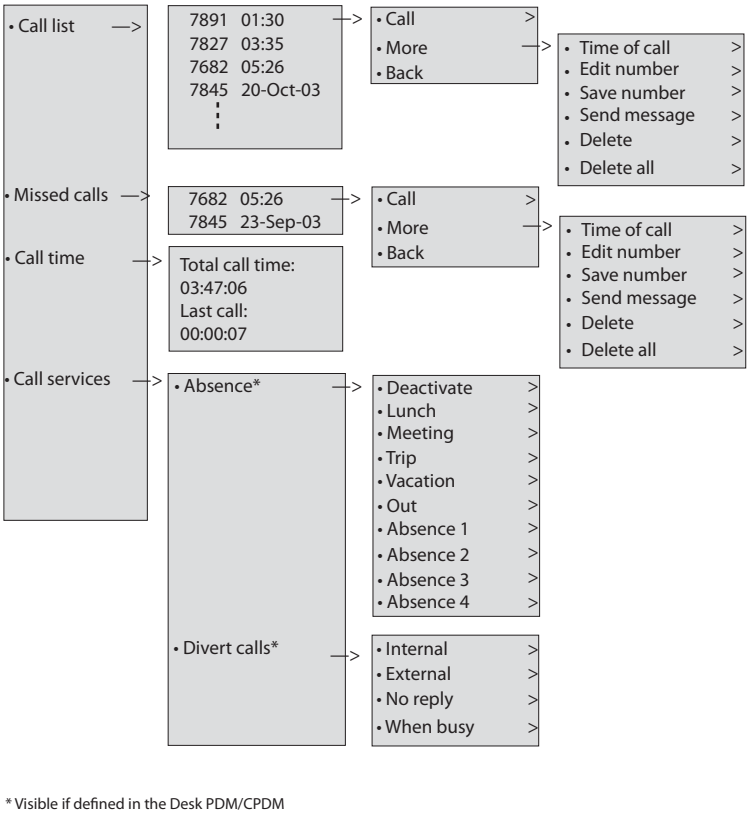


Figure 6 Calls structure

Note: Call services functions are system dependent. Parameters are set up via the Central Portable Device Manager (CPDM) or the Desk PDM. Contact your system administrator.

3.3.2 Contacts Tab

An overview of the Contacts tab is presented in Figure 7 on page 22.

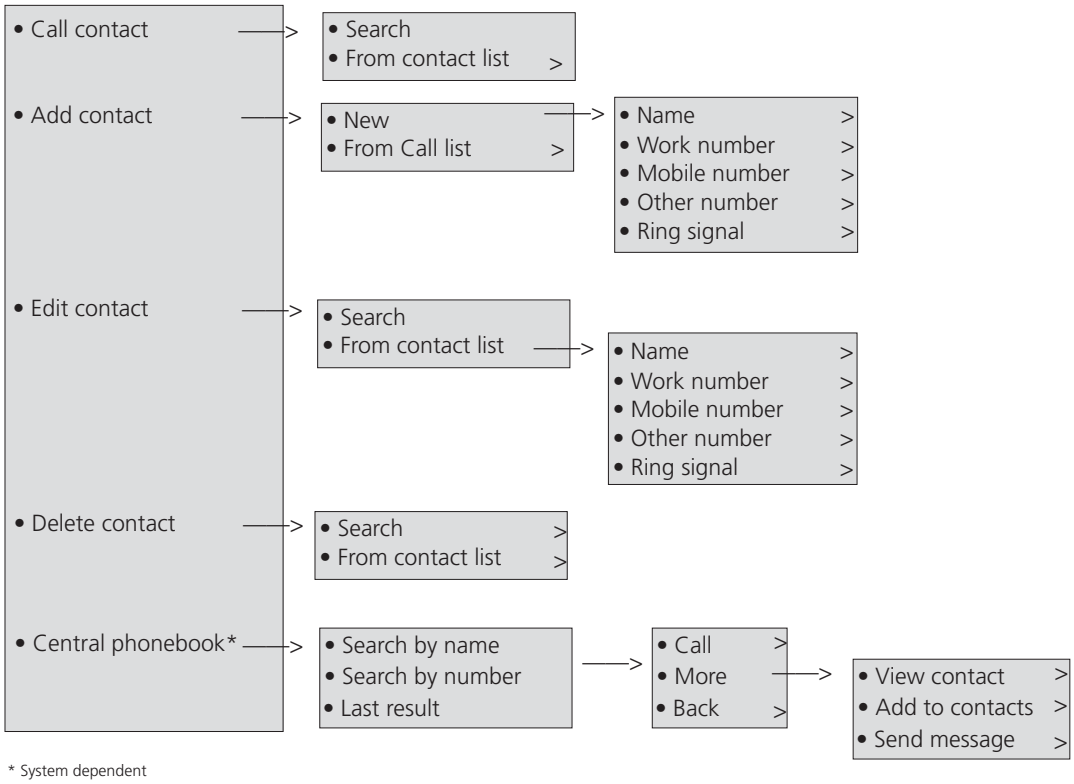


Figure 7 Contacts structure

3.3.3 Profile Tab

An overview of the Profile tab is presented in Figure 8 on page 23.

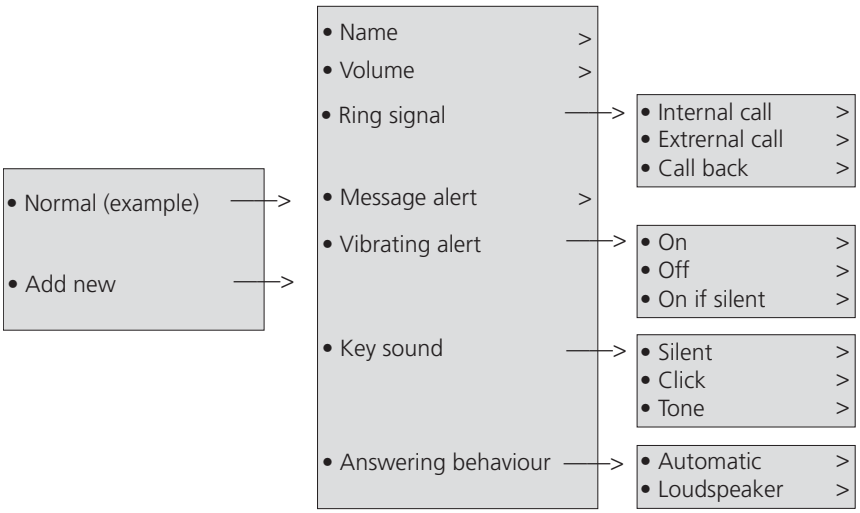


Figure 8 Profile structure

3.3.4 Messaging Tab

An overview of the Messaging tab is presented in Figure 9 on page 23.

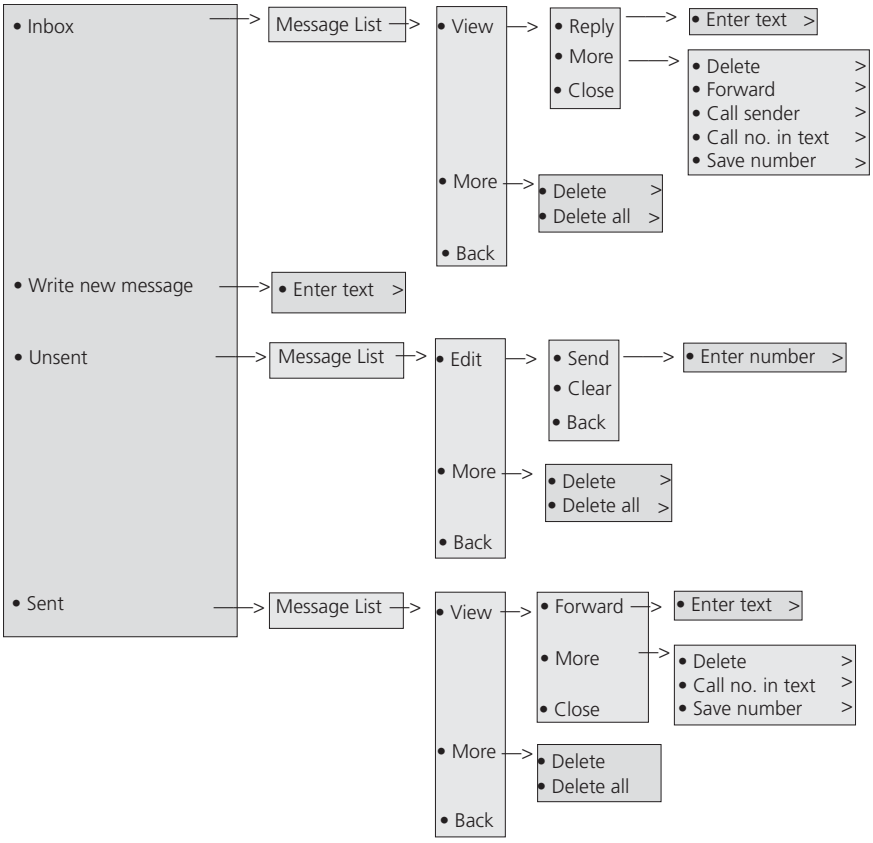
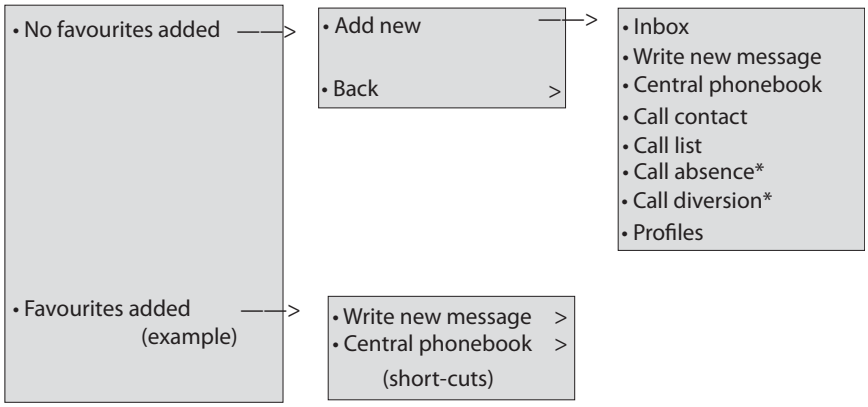


Figure 9 Messaging structure

3.3.5 My Favourites Tab

An overview of the My favourites tab is presented in Figure 10 on page 24.



* Defined in the Desk PDM/CPDM by system administrator

Figure 10 My favourites structure

3.3.6 Short cuts Tab

An overview of the Short cuts tab is presented in Figure 11 on page 24.

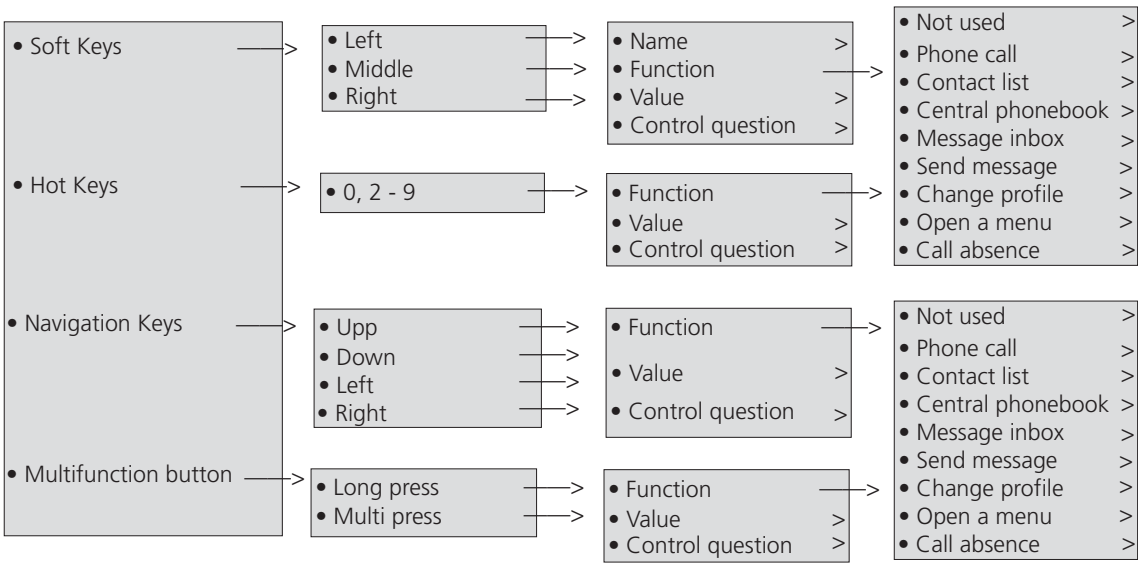


Figure 11 Short cuts structure

3.3.7 Connection Tab

An overview of the Connection tab is presented in Figure 12 on page 25.

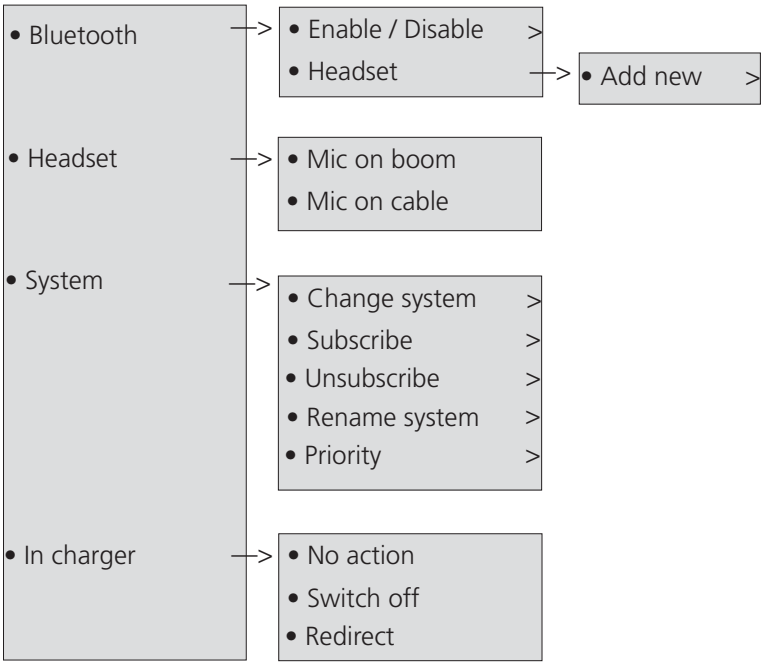


Figure 12 Connection structure

3.3.8 Settings Tab

An overview of the Settings tab is presented in Figure 13 on page 26.

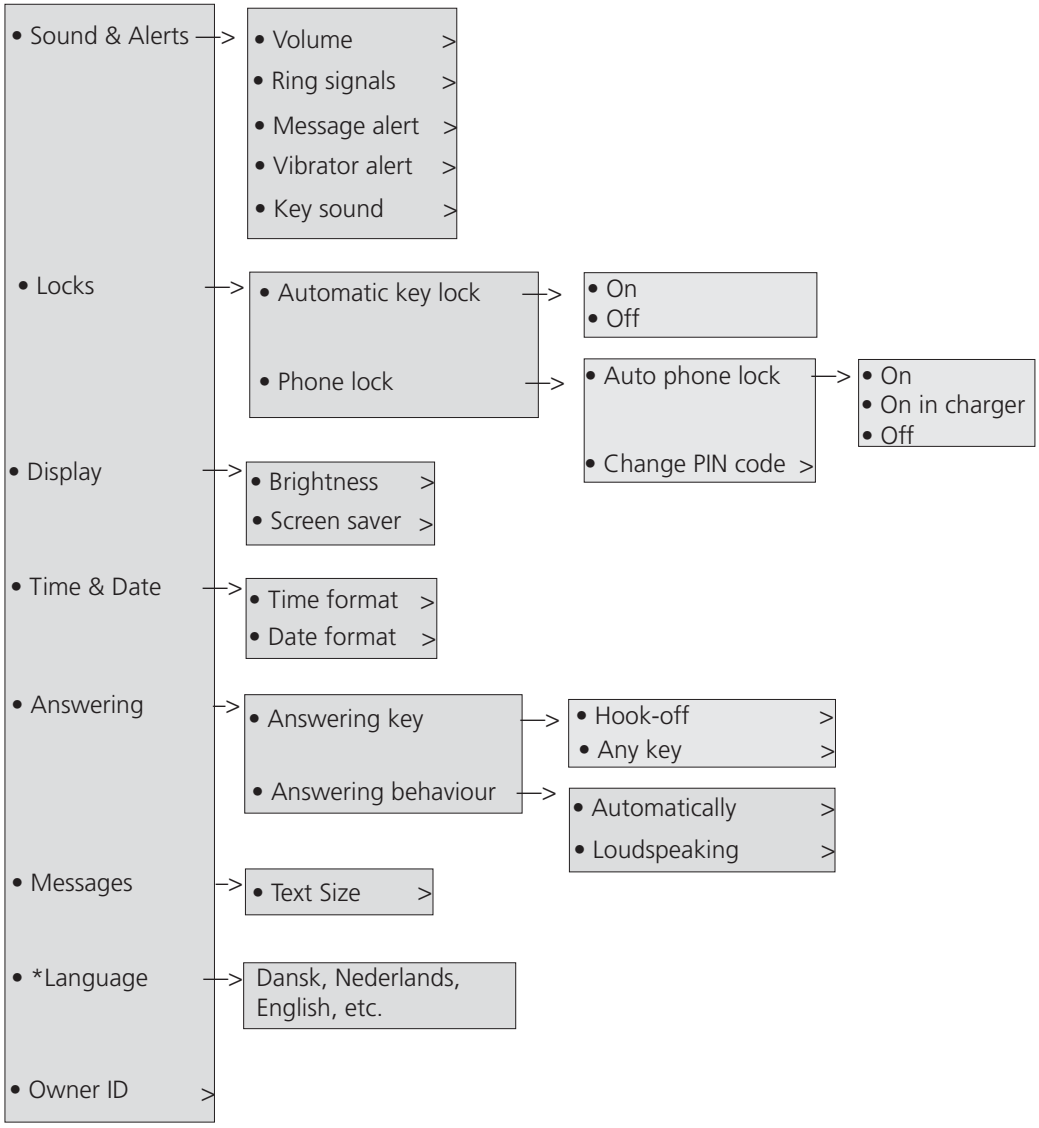
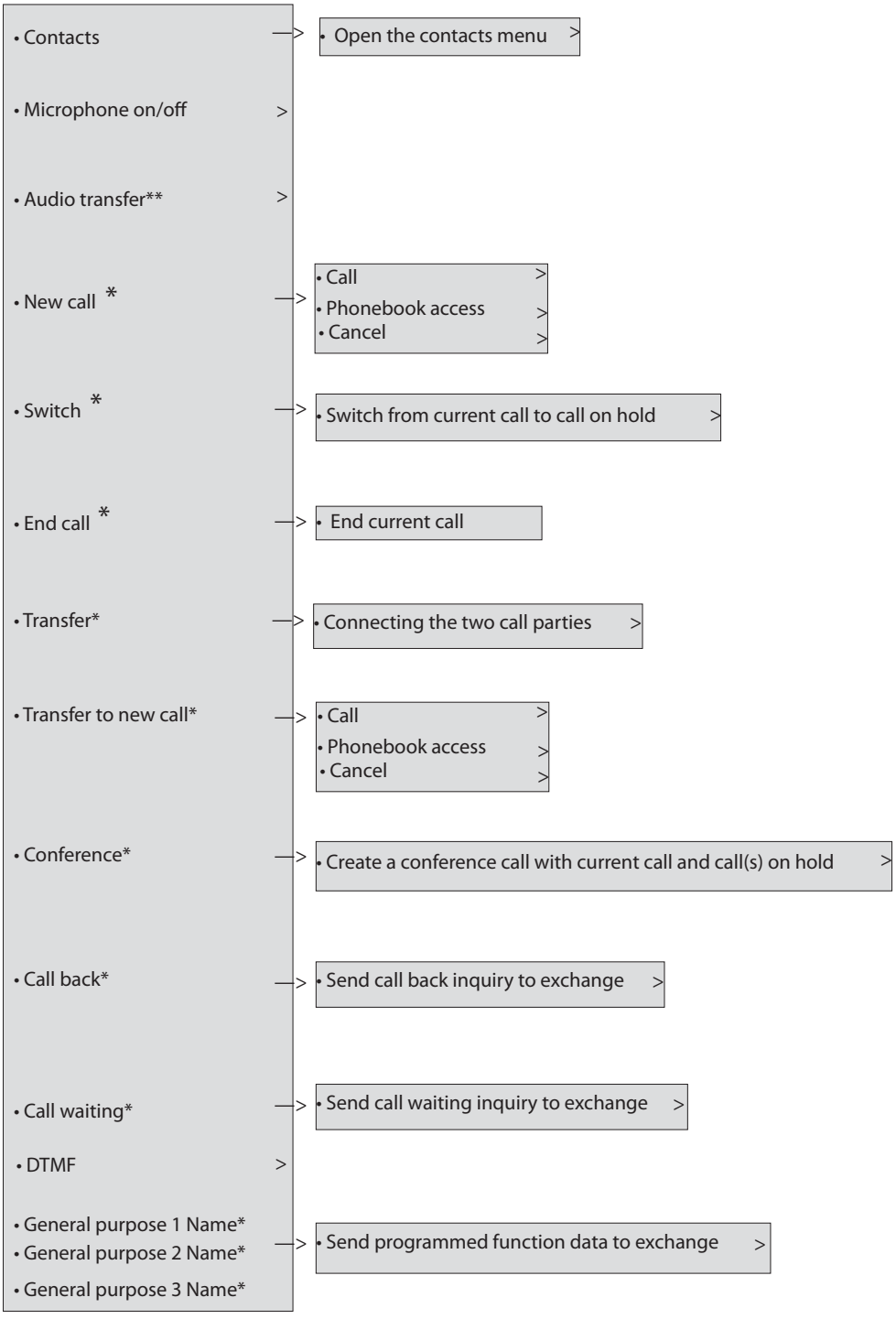


Figure 13 Settings structure

3.3.9 In Call

Functions from the In call menu, see overview in Figure 14 on page 27, are reached during a call from the middle soft key **More**.

Note: Features displayed when pressing **More** are programmed via the Desk PDM/CPDM. Please contact your system administrator.


• Contacts
• Open the contacts menu
• Microphone on/off
• Audio transfer**
• New call *
• Call
• Phonebook access
• Cancel
• Switch *
• Switch from current call to call on hold
• End call *
• End current call
• Transfer*
• Connecting the two call parties
• Transfer to new call*
• Call
• Phonebook access
• Cancel
• Conference*
• Create a conference call with current call and call(s) on hold
• Call back*
• Send call back inquiry to exchange
• Call waiting*
• Send call waiting inquiry to exchange
• DTMF
• General purpose 1 Name*
• General purpose 2 Name*
• General purpose 3 Name*
• Send programmed function data to exchange

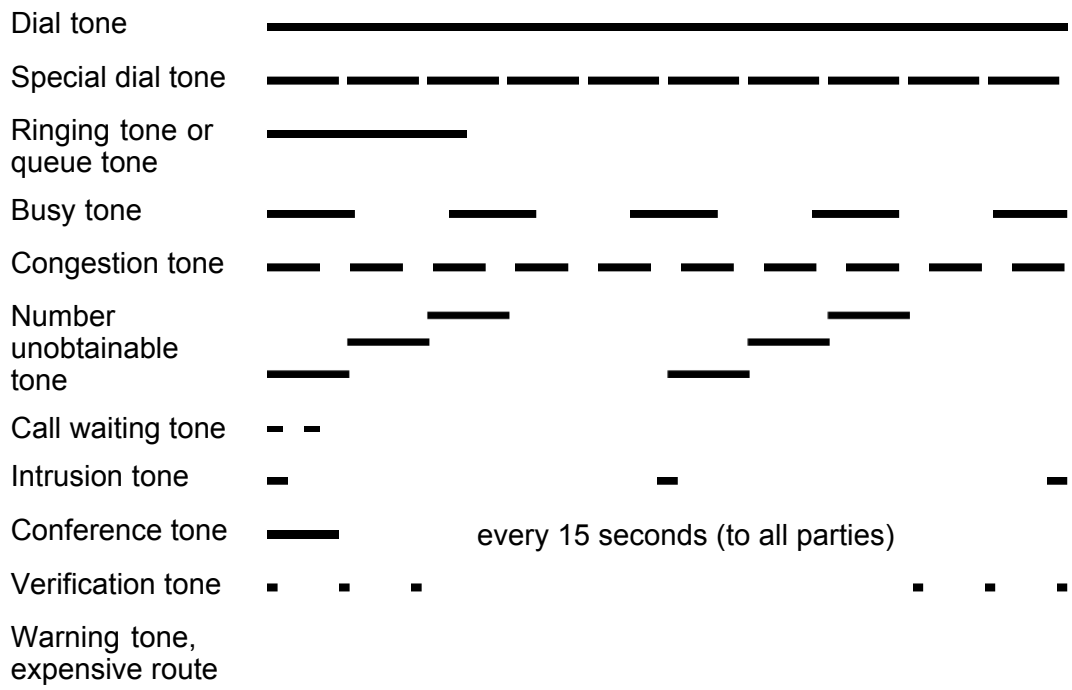
**Only available when Bluetooth connection is active.

* Visible if defined in the Desk PDM/CPDM by system administrator

Figure 14 In call

3.4 Tones

The following different tones are sent from the exchange to your phone.



4 Switching On and Off

In this section, switching on and off the telephone is described.

Note: If the message `No System` is displayed you cannot make or answer calls. Depending on system programming, your phone can be automatically locked. To unlock the phone, enter your four-digit code (factory default is “0000”).

4.1 Switching on

To switch on the telephone, do the following:

1. Press and hold .

The telephone will vibrate when it is on and the display lights up. A control question will be displayed to confirm switch on.

2. Press **Yes**.

If the phone does not switch on, or the if battery icon indicates low level, charge the battery.

4.2 Switching off

To switch off the telephone, do the following:

1. Press and hold .

After a few seconds, a control question is displayed to confirm switch off.

2. Press **Yes**.

The display turns blank and your phone is switched off.

Note: Pressing while in a menu will return you to standby mode.

5 Free Seating

The **Free Seating** function is used for persons who have an office extension number but no telephone set of their own, for example, flexible office workers, persons mostly outside the office, and so on. As a free seating user, and working from the office, it is possible to logon to any free telephone set. This telephone set will temporarily be assigned with your extension number and your system authorities.

Note: Free seating is not supported by IP DECT.

5.1 Logging on

To log on, do the following:

1. Press ***11***.

2. Enter the Authorization Code and press ***.

3. Enter your extension number, press # and then .
Wait for the call timer to start in the display.

4. Press to finish the procedure.
The display shows your phone number.

5.2 Logging off

To log off, do the following:

1. Press **#11#** and press .
Wait for the call timer to start in the display.

2. Press to finish the procedure.

6 Incoming Calls

A flashing indicator, accompanied by a ring signal and a vibrating handset, indicates an incoming call. The ring type can tell if the call is an internal, external or callback call. Both ring signal and vibrator can be disabled. The calling party's number, name, or both, is displayed. The name of the caller will be shown if the calling party's phone number is stored in the local or central phonebook. When a headset is connected to the handset, the answering button on the headset can be used to answer the call.

Other answering methods, that is, Automatically or Loudspeaking, can also be set. This is done from the settings tab, see Section 17 on page 91.

When automatic answering is enabled, an incoming call will be answered automatically after approximately one second.

The 25 last received phone numbers are stored in the call list, together with the latest dialed and missed phone numbers, see Section 7.1.2 on page 38.

6.1 Answering Calls

Press to answer an incoming call.

Note: Calls can be answered at any time, even during programming, or keying in a number, and so on. When the phone is in idle mode, you can change the answering method, see Section 17.6 on page 96.

6.1.1 On another extension

To answer a call to a phone in another room:

1. Call the ringing extension and press .
You will hear a busy tone.

2. Press **8**.

Note: France and New Zealand press **4**; Sweden press **6**.

6.1.2 Handsfree

To answer a call in loudspeaking mode:

- Press .
You are connected to the caller via the loudspeaker.

6.1.3 Mute ring signal temporarily

If the phone rings at an inconvenient moment:

1. Press # to suppress the ringing.
All alert signals, including the vibrator, will silence for this specific call.

2. Press to answer the call.

6.1.4 Switch ring signal off

You can set your phone to silent ringing, when your phone is in idle mode:

- Press and hold # to switch the ring signal on or off. When switched off, is shown. All alert signals will silence until the ring signal is switched on again. If the vibrator is set to *On when silent*, it will alert you of new calls, messages and alarms. See Section 17.1.3 on page 91.

6.1.5 Reject the call

If you do not want to take the call, when the phone rings:

- Press to reject the call.
The call is disconnected.

6.1.6 End the call

To end a call:

- Press .
The display shows the duration of the call. The total time of the call can also be retrieved from the calls tab.

6.2 Parallel Ringing

The Parallel Ringing function makes it possible for an incoming call to ring several phones simultaneously and for the call to be answered on any of the phones. The main advantage of this function is minimizing the risk of losing calls. The function requires all the phones involved to be defined in a parallel ringing list, which must be configured and initiated by your system administrator.

Because only calls to a main extension will be distributed among the phones in the list, this main extension also needs to be defined. A call to a specific extension will not be distributed to other phones in the list. Parallel Ringing can be temporarily disabled by the phone user using the function Internal Follow-me. For more information on Internal Follow-me, see Section 12.2 on page 65.

6.2.1 Disabling Parallel Ringing Temporarily

To disable Parallel Ringing temporarily, do the following:

1. Press ***21***.
2. Enter the extension number.
3. Press #.

   Note: U.K., press ***2***, extension number, #.

4. Press .

Wait for the call timer to start in the display.

5. Press to finish the procedure.

If you want to disable Parallel Ringing for all phones defined in the list, follow the procedure for disabling the function from the phone with the main extension number and enter the number of the answering position. If you want to disable Parallel Ringing for one specific phone in the list only, follow the procedure for disabling the function from this phone and enter its extension number.

6.2.2 Restoring Parallel Ringing

To restore Parallel Ringing, do the following:

1. Press #**21**# and .

Wait for the call timer to start in the display.

   Note: U.K., press #**2**#.

2. Press to finish the procedure.

Note: If you want to restore Parallel Ringing for all phones defined in the list, follow the procedure for restoring the function from the phone with the main extension number and enter the number of the answering position. If you want to restore Parallel Ringing for one specific phone in the list only, follow the procedure for restoring the function from this phone and enter its extension number.

7 Outgoing Calls

This section specifies ways of making outgoing calls, how to restrict your number to not be displayed to the person you are calling, and how to call the last external number dialed.

It is also possible to make a call from the contacts tab from the main menu, see Section 8 on page 47.

7.1 Calling

There are some different ways of initiating a call, described in the following sections. The 25 last received, dialed or missed calls are stored in a call list. The numbers can be either extension numbers or external numbers. External numbers are preceded by the digit(s) for external call access.

To call a number that is not stored in the call list, do the following:

1. Enter the number and press or **Call**.
The number is shown on the display while dialing.

2. If needed, press **Clear** to erase and edit the number.
By using the navigation key, it is possible to step and add or delete a digit in the middle of a number.

Note:

- It is possible to switch the tone sender in a dialed number on and off by making a long press on .
- If you receive a queue tone when the digit(s) to get an external line are dialed (if the feature Least Cost Routing is used in the system), keep waiting. Once a line becomes free you will receive a dial tone. If a warning tone is heard, the selected line is marked **Expensive**.

7.1.1 Dialing Using a Pre-programmed Hot key or Soft key

A hot key or soft key can be programmed with a telephone number. To dial, do the following:

- Press the pre-programmed hot key or soft key.
The call will automatically be connected.

Note: For instructions on how to program hot keys and soft keys, see Section 9 on page 53.

7.1.2 Dialing a Number from the Call List

The 25 last received, dialed and missed phone numbers are stored in the call list. If Clock and Date function is set, it is possible to see the time for the calls made or received that day. The following day, the time stamp is changed to a date stamp. For more information on time and date settings, see Section 17.3 on page 93.

To dial a number stored in the call list, do the following:

1. Press .
The call list is opened.

2. Step in the call list and select a number to dial.

3. Press or **Call**.
The number can be edited before the call is started, to do this:

   a Press **More**.

   b Select **Edit number**, and press **Select**.

   c Change the number and press or **Call**.

7.1.2.1 Delete a number from the Call list

To delete a number from the call list, when your phone is in idle mode, do the following:

1. Press **Menu**, select **Calls**, and press **Select**.

2. Select **Call list**, and press **Select**.

3. Select a number and press **More**.

4. Select **Delete**, and press **Select** to remove the selected number.
Select **Delete all**, and press **Select** to remove all numbers in the call list.

5. Press **Yes** to confirm.
The name and number are deleted.

7.1.3 Dialing a Number from a Message

It is possible to dial a number included in a received message. To dial from a message, do the following:

1. Press **Menu**, select **Messaging**, and press **Select**.

2. Select **Inbox**, and press **Select**.

3. Press **View**.

4. Press **More**.

5. Select **Call (No. in text)**, and press .

7.1.4 Loudspeaking (Handsfree)

While waiting for a connection, dial tone or during the call:

1. Press .

2. You are connected to the call via the loudspeaker and microphone.

7.1.5 End the call

To end a call, do the following:

- Press .
  The display shows the duration of the call. The total time of the call can also be retrieved from the Calls tab.

7.2 Number Presentation Restriction

Note:

- This function can be blocked for use on your extension (this is programmed by your system administrator).
- The Number Presentation Restriction is only valid for the ongoing call, that is, the procedure has to be repeated the next time you want to use it.

If you do not want your name and number to be displayed to the person you are calling, do the following:

1. Press ***42#** and press .

Wait for a dial tone.

2. Dial the number.

Instead of your name and number, the display on the called phone shows `Anonymous`.

7.3 Last External Number Re-dial

When initiating an external call, the system automatically stores the number dialed, whether the call was successful or unsuccessful.

To re-dial the last external number dialed:

- Press ***** and .

Note: Finland and Sweden, press ****0** .

7.4 When You Receive a Busy Tone

If you call an extension and receive a busy tone, get no answer, or if all external lines are busy, you can use any of the following methods:

- Callback
- Activate Call Waiting
- Intrusion on a busy extension

Note: These functions need to be programmed via the Desk PDM or CPDM. Please contact your system administrator.

7.4.1 Callback

During an outbound call, the soft key **More** is displayed, leading to the In call menu.

To initiate callback, when a called extension is busy or there is no answer, do the following:

1. Press **More**.
2. Mark **Call back**, and press **Select**.
3. Press , and wait until the phone alerts.

You are called back (recall ring signal) when the ongoing call is finished or the next time a new call is finished. You have to answer within eight seconds, otherwise the callback service is cancelled. While waiting for callback, you can make and receive calls as usual.

4. Press to answer when you are called back.

The system calls the extension.

Note: If Callback is not programmed and shown in when pressing **More**, you can press **6** to initiate callback. France, New Zealand and Sweden, press **5**.

Note: Callbacks can be activated on several extensions at the same time.

If all external lines are busy when is pressed after dialing the external number, do the following:

1. Press **6#**.

Note: France, New Zealand and Sweden, press **5#**.

2. Press to finish the procedure.

When an external line becomes free you will be called back (recall ring signal). You have to answer within eight seconds, otherwise the Callback service is cancelled. While waiting for the Callback, you can make and receive calls as usual.

3. Press .
The system calls the external number.

Note: Only one Callback can be activated on a busy external line.

7.4.2 Cancel any single Callback

To cancel a callback, do the following:

1. Press **#37*** and enter the extension number. (To cancel a single Callback on a specific external line, dial the digit or digits to get a line instead of the extension number.)

   Note: North America press **#6***.

2. Press # and .
Wait for the call timer to start in the display.

3. Press to finish the procedure.

7.4.3 Cancel all Callbacks

To cancel all callbacks, do the following:

1. Press **#37#**.

   Note: North America press **#6#**.

2. Press .
Wait for the call timer to start in the display.

3. Press to finish the procedure.

7.4.4 Activate Call Waiting

If you urgently wish to contact a busy extension or an external line, you can notify by a Call Waiting signal.

Note: The Call Waiting function might be blocked for use on your extension (programmed by your system administrator). If Call Waiting is not allowed, you will continue to receive a busy tone.

To activate Call Waiting, do the following:

1. Press **More**, mark **Call Waiting**.

2. Press **Select**.
The other part will receive a call waiting signal.

3. Close the menu but keep the phone off hook.

4. When the called extension or the external line becomes free, it will be called automatically.

Note: If Call Waiting is not enabled in the In call menu, you can also press **5** to activate. France and New Zealand, press **6**; Sweden, press **4**.

7.4.5 Intrusion on a busy extension

To intrude on a busy extension, do the following:

1. Press **4**.

   Note: France, New Zealand and Sweden, press **8**.

2. Before the intrusion is executed, a warning tone is sent to the parties in the ongoing call. A three party call is established and a warning tone is heard.

Note: The warning tone might be disabled for your system. The Intrusion function might be blocked for use on your extension (programmed by your system administrator). If Intrusion is not allowed, you will continue to receive a busy tone.

7.5 Bypass

If the Bypass function is allowed from your extension, what can be bypassed on a specific extension is the following:

- Activated Diversion
- Activated Follow-me
- Activated Absence Information

To bypass, do the following:

1. Press ***60*** and enter the extension number.

   Note: North America, press ***1***

2. Press .

3. Press # and wait for answer.

7.6 Speed Dialing

By using common speed dialing numbers, it is possible to make calls simply by pressing a few keys. The common Speed Dialing numbers consists of 1-5 digits and are stored in the exchange (by the system administrator).

1. Dial the common Speed Dialing number.
Please refer to your telephone directory.

2. Press to make the call.

Note: You can also make Speed Dialing calls via the phonebook.

7.7 Voice Dialing

Your phone is prepared for Voice Activated Assistant. Please refer to separate documentation for Voice Activated Assistant, available at http://www.aastra.com. This function can be programmed via CPDM or Desk PDM on a hot key, soft key or the multifunction key. Please contact your system administrator.

7.8 Authority

There are two types of authorization codes, common and individual, presented in the following sections.

7.8.1 Authorization Code, common

If you are assigned to use a common Authorization Code (1 to 7 digits) you can temporarily change any used phone within the exchange to the authority level connected to this code. You can use the code for one call only or you can open the phone for some calls and lock it when leaving the phone.

For a single call, do the following:

1. Press ***72***.

   Note: Germany, The Netherlands, and Sweden, press ***75***. North America, press ***6***

2. Enter Authorization Code and press # and .
Wait for a verification tone.

3. Dial the digit(s) to get an external line.

4. Dial the external number.

To open an extension for some calls, do the following:

1. Press **#73***.

   Note: North America, press **#71***

2. Enter Authorization Code and press # and .
Wait for a verification tone.

3. Press to finish the procedure.

To lock an extension, do the following:

1. Press ***73***.

   Note: North America, press ***71***

2. Enter Authorization Code and press # and .
Wait for a verification tone.

3. Press to finish the procedure.

7.8.2 Individual authorization code

If you are assigned to an individual Authorization Code (1 to 7 digits, assigned to your own extension) you can lock your own extension to a common authority level, for example when out of the office. You can also temporarily change any other used phone within the exchange to the same authority level as you have on your own phone. The individual code can be changed from your own extension.

To lock your phone, do the following:

1. Press ***76***.

2. Enter Authorization Code and press # and .
Wait for a verification tone.

3. Press to finish the procedure.

To make calls with your authority level when your phone is locked, do the following:

1. Press ***75***.

   Note: Germany, The Netherlands, and Sweden, press ***72***.

2. Enter Authorization Code and press # and .
Wait for a verification tone.

3. Dial the digit or digits to get an external line and the external number.

To open your phone, do the following:

1. Press **#76***.
2. Enter Authorization Code and press # and .
3. Press to finish the procedure.

To assign your own authority level to another phone, do the following:

1. Press ***75***.

   Note: Germany, The Netherlands, and Sweden, press ***72***.
2. Enter Authorization Code and press *****.
3. Dial your own extension number and press # and .
Wait for a verification tone.
4. Dial the digit or digits to get an external line and the external number.

To change your individual Authorization Code, do the following:

1. Press ***74***.
2. Enter old Authorization Code and press *****.
3. Enter new Authorization Code and press # and .
Wait for verification tone.
4. Press to finish the procedure.

8 Contacts

The phone is equipped with the following phonebooks:

- A personal, local, phonebook. In this phonebook, up to 250 entries (that is, names and numbers) can be added, deleted and edited by the user. The phonebook lists all names in alphabetical order, where three numbers can be added for each contact; work number, mobile number, and other number.
- Access to a central phonebook (optional). To access the central phonebook, the user sends a request to a messaging server with the first characters entered, and the messaging server returns a list of names and numbers matching the search. This feature is programmed by the system administrator.

Note: Numbers stored in the phone book have a maximum of 24 digits and names have a maximum of 48 characters.

8.1 Write Text and Numbers

This section explains how to write text and numbers, useful when adding a new entry in the phonebook, and when sending text messages.

While entering a name or a number, use the following for control and navigation:

- Press ◂ or ▸ to move the cursor within the chosen row .
- Press **Clear** to correct a wrong entry.

For example, to add *Smith* in the phonebook, do the following:

1. Press **7777** for S.

The marked character is selected after a time out or when another key is pressed.

2. Press **6** for m.
3. Press **444** for i.
4. Press **8** for t.
5. Press **44** for h.
6. Press **OK** when the name is complete.

8.1.1 Number Input Mode

- A short press on a key enter the digits **0 - 9** and the characters ***** and #.

- Enter a pause in number input mode by a long press on #. A pause is indicated by a **P** in the display.
- A long press on * changes the tone sender on. Tone sender on is indicated by a **T** in the display.

8.1.2 Text input Mode

- A short press on a key 0-9, displays the first available character on that specific key. The marked character is selected after a time out, or when another key is pressed.
- To change to upper or lower case, press * before entering the character. The same key can also be used to display only digits.
- To add space in the text, press **0**.
- A long press on * displays special characters.

8.1.3 Special characters

Use the keypad to enter letters and characters. Press a key once for the first letter or character, twice for the second, three times for the third, and so on. The most common letters are printed above each key on the phone. All the available letters and characters are shown in Figure 15 on page 48.

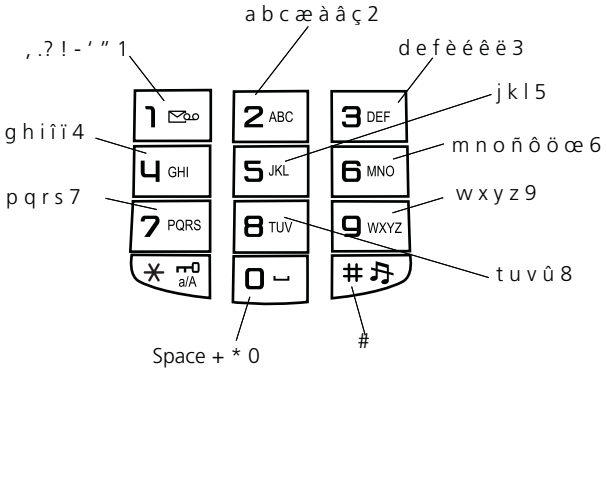


Figure 15 Available characters

Note: Depending on the selected menu language, other characters can be available. This means that the character order can differ from the figure above.

8.2 Make a Quick Call by Name to one of your Contacts

Use the number key pad to quickly access the phonebook as follows:

1. Press and hold the key that holds the first character in the name.

2. The phone book opens with the closest matching list of names. Step to another character by short presses on the same key.

3. Navigate to the desired name and press .
The number is dialed.

For example, to find the name *Eva* in the phone book, do the following:

1. Press and hold **3**.
The first name that starts with E is displayed.

2. Navigate to Eva and press .

8.3 Make a call by name to one of your Contacts

To dial one of your contacts, do the following:

1. Press **Menu** and select **Contacts**.

2. Select **Call contact**.
A name list is shown.

3. Select the desired entry and press or **Call**.

8.4 Add a Name and a Number

To add a name and a number to the phonebook, do the following:

1. Press **Menu** and select **Contacts**.

2. Mark **Add contact** and press **Select**.

3. Mark **New** or **From call list** and press **Select**.

If **New** is chosen:

a Press **Add**, enter the name, and press **OK**.

b Mark **Name**, **Work number**, **Mobile number**, or **Other number**, and press **Add**.

c Enter number and press **OK**.

d Press **Save**.

If **From call list** is chosen:

a Navigate to the desired number in the call list and press **Add**.

b Mark **Work number**, **Mobile number** or **Other number**, and press **Select**.

c Mark **Name** and press **Add**.

d Enter the name of the contact and press **OK** to save the entry.

e Press **Save**.

8.5 Change a Name and a Number

To edit a name or number in your list of contacts, do the following:

1. Press **Menu** and select **Contacts**.

2. Select **Edit contact**.
The names in the contact list are shown in alphabetical order. To search in the list, enter the first character(s) in the name, or step with the navigation key.

3. Select the contact to change, and press **Edit**.

4. Change the name, a number or ring signal for this contact, and press **OK**.

5. Press **Save** to save the changes.

8.6 Delete a Name and a Number from your Contacts

To delete a name and a number from your contacts, do the following:

1. Press **Menu** and select **Contacts**.

2. Mark **Delete contact** and press **Select**.
The names in the contact list are shown in alphabetical order.

   - Navigate with the navigation key to the desired name or number.

   OR

   - Enter the first character(s) in the name and press **Search**.

3. Press **Delete** and select **Yes** to delete the entry.

8.7 Dialing a Number from the Central Phonebook (Optional)

To dial a number from the Central Phonebook, do the following:

1. Press **Menu** and select **Contacts**.
A name list is shown.

2. Navigate and select **Central Phonebook**.

3. Select **Search by number**.

4. Enter the first digit in the number and press **Search**.
A message box `Searching` is displayed.

5. Select the number to call and press **Call** or .

Note: It will be possible to select **Central phonebook** even if this feature is not supported by the system. In this case, the search will not result in any hits. The **Central phonebook** option can be removed via Desk PDM/CPDM. Please contact your system administrator.

8.8 Dialing a Name from the Central Phonebook (Optional)

To dial a name from the Central Phonebook, do the following:

1. Press **Menu** and select **Contacts**.

2. Navigate and select **Central Phonebook**.

3. Select **Search by name**.

4. Enter the first or last name and press **Search**.
A message box `Searching` is displayed.

5. Select the name to call and press **Call** or .

Note: It will be possible to select **Central phonebook** even when this feature has not been programmed. In this case, the search will not result in any hits. The central phonebook feature is programmed by your system administrator, and requires that the corresponding code has been downloaded to your phone via Desk PDM/CPDM. Please contact your system administrator.

9 Short cuts

This section explains how predefined functions can be set as short cuts for Soft keys, Hot keys, Navigation keys, and the Multifunction button.

It is for example possible to define the soft key to make a call or as a short cut to send a message.

9.1 Defining Soft Keys

1. Press **Menu** and select **Short cuts**.
2. Select **Soft keys**.
3. Choose between **Left**, **Middle**, or **Right**, and press **Select**.
4. Select **Name**.
   a Enter a name for the soft key.
   b Press **OK** to save the setting.
5. Select **Function**, to choose a function for the soft key.
   a Select a function from the list, and press **Back**.

   Note: If selecting **Phone call** or **Send message** from the list, you will be asked to specify the phone number of who to call or send a message to.
6. Select **Value** (only for some of the functions) and press **Edit**.
   - Enter a value, for example a telephone number, and press **Back**.
7. Select **Control question**, and press **Select**.

   Note: The control question value is **Off** by default. If selecting **On**, a control question `Proceed?` is displayed when pressing and holding the soft key.
8. Press **Back**.
9. Press **Save**.

9.2 Defining Hot keys

A hot key can be programmed to give access to frequently used functions such as dialling a specific telephone number, a short cut on the menu, or

sending an SMS. Keys 0 and 2 - 9 can be set to a Hot Key. To define a hot key, do the following:

1. Press **Menu** and select **Short cuts**.
2. Select **Hot keys**.
3. Select one of the number in the list, that is **0** or **2-9**.
4. Select **Function**.
5. Select a function from the list, and press **Back**.
6. Select **Control question**, and select **Off** or **On**

   Note: The control question value is **Off** by default. If selecting **On**, a control question `Proceed?` is displayed when pressing and holding the hot key.

7. Press **Save** to save the setting.

9.3 Defining Navigation Key

1. Press **Menu**, select `Short cuts` and press **Select**.
2. Select **Navigation keys** and press **Select**.
3. Select **Up**, **Down**, **Left**, or **Right**, and press **Select**.
4. Select **Function**, and press **Select** to select a function for the chosen navigation key.

   a Select a function from the list, and press **Back** to save the setting.

   b For some functions you will get prompted to `Enter number` (for example, a telephone number).

5. Select **Value**, and press **Select** (only for some of the functions).

   • Enter a value, for example a telephone number, and press **Back**.

6. Select **Control question** and press **Select**.

   a Select **Off** or **On**, and press **Back** to save the setting.

   Note: The control question value is **Off** by default. If selecting **On**, a control question `Proceed?` is displayed when pressing and holding the navigation key.

7. Press **Save**.

9.4 Defining Multifunction button

The Multifunction button can be defined with two different functions, a long press activates one function, and a double press activates another function. The key is not used by default, but can be defined by the user of the handset.

1. Press **Menu**, select **Short cuts**, and press **Select**.
2. Select **Multifunction button**, and press **Select**.
3. Select **Long press**, or **Multi press**, and press **Select**.

   Note: Selecting **Long press** means you need to press and hold the multifunction button to reach the predefined function.
   Selecting **Multi press** means you reach the configured function by pressing the multifunction button shortly twice.

4. Select **Function**, and press **Select**.

   - Select a function from list, press **Select** and then press **Back** to save the setting.

5. Select `Value`, and press **Select** (only for some of the functions).

   - Enter a value, for example a telephone number, and press **Back**.

6. Select **Control question**, and press **Select**.

   - Select **Off** or **On**, and press **Back** to save the setting.

     Note: The control question value is **Off** by default. If selecting **On**, a control question `Proceed?` is displayed when pressing and holding the multifunction key.

7. Press **Save**.

10 My Favourites

From My favourites tab it is possible to customize your own menu with functions that are often used. A list of predefined functions are available. The options are; **Inbox**, **Write new message**, **Central phonebook**, **Call contact**, **Call list** and **Profiles**.

10.1 Add Favourites

To add a new favourite, do the following:

1. Press **Menu** select **My favourites**, and press **Select**.
2. Select **Edit favourites**, and press **Select**.
3. Mark one of the menu boxes and press **Change**.
4. Press **Back** to save the setting.

10.2 Delete Favourites

To delete a favourite, do the following:

1. Press **Menu**, select **My favourites**, and press **Select**.
2. Select **Edit favourites**, and press **Select**.
3. Mark one of the menu boxes and press **Change**.
4. Press **Back** to save the setting.

11 During Calls

What can be done during a call is described in this section, for example volume control, muting the microphone, transfer a call, and so on.

11.1 Volume Control

To adjust the volume during a call, press the volume up and volume down buttons on the side of the phone to adjust the volume, see Figure 1 on page 13. The phone stores and keeps the new volume level. It is also possible to use the navigation key to adjust the volume.

11.2 Loudspeaking (Handsfree)

This function is useful in situations when you need to have a conversation over the phone while having your hands free for other tasks (handsfree). To activate Loudspeaking during a call, do the following:

- Press .

  You are connected to the caller via the loudspeaker and microphone and is shown in the display.

11.3 Mute Microphone

To mute the microphone during an ongoing conversation, do the following:

1. Press and hold .

OR

Press **More**, select **Microphone on/off**, and press **Select**.

2. is displayed.

This means that the other part in an ongoing call with you will not here you.

Press again to switch on the microphone.

Note: It is advised to use this feature instead of putting a call on hold. A call on hold can be diverted to your operator, directly or after some time.

11.4 Inquiry

An **Inquiry** is made when having an ongoing conversation and wanting to make an inquiry to an internal or external party.

Note: This feature needs to be programmed via the Desk PDM/CPDM. Please contact your system administrator.

To make an inquiry, do the following:

1. Press **More** during the call, and mark **New call**.

2. Press **Select**.

3. Dial the third party and press .

You can dial the number, or use the phonebook to make the call. When the third party answers, it is possible to switch between the calls (Refer back), transfer the call, create a conference, and end one of the calls.

Note: If `New call` does not show when pressing **More**, it is possible to press **R** to initiate the inquiry.

11.4.1 End Inquiry Call

When wanting to end the inquiry call, do the following:

1. Press **More** and select **End current call** and press **Select**.

The third party is disconnected.

2. Press and wait for the system to recall.

(Default 30 seconds, may vary locally).

3. Press to return to first party.

Note: If **End current call** is not shown when pressing **More**, press **R** and to disconnect the third party.

11.4.2 Refer back

When having made an inquiry to another party, and wanting to switch back, do the following:

1. Press **More** and mark **Switch**.

2. Press **Select**.

Note: If **Switch** does not show when pressing **More**, press **2** (for Sweden press **R**) to refer back.

11.5 Transfer and Retrieve a Call

Note: This feature needs to be programmed via the Desk PDM/CPDM. Please contact your system administrator.

To transfer an ongoing call to another extension, do the following:

1. Press **More**, select **Transfer**, and press **Select**.

2. Call the third party.
You can dial the number, or use the phonebook or the call list to make the call.

3. Press .
The ongoing call is transferred.

11.6 Blind Transfer

Note: This feature needs to be programmed via the Desk PDM/CPDM. Please contact your system administrator.

To transfer a call to a number that can not be retrieved, do the following:

1. Press **More** and mark **Transf. to new**.

2. Press **Select**.

3. Call the third party.

4. Press .

11.7 Put a Call on Hold

An ongoing call can temporarily be put on hold. Calls put on hold can be resumed to your own or on another phone. To put a call on hold, do the following:

1. Press **R**.
Wait for dial tone.

2. Press .

11.7.1 Resume a Call

To resume the call, do the following:

1. Press within 30 seconds.

If not resumed within 30 seconds you will be called back. An unanswered external call will be rerouted to the operator after another 30 seconds.

11.7.2 Resume on Another Extension

To resume the call on another extension:

1. Call the extension where the call was put on hold and press .
2. Press **8**.

Note: France and New Zealand, press **4**; Sweden, press **6**.

11.8 Call Waiting

Note: The Call Waiting function might be blocked for use on your extension. This is programmed via the Desk PDM/CPDM by your system administrator.

If you hear the Call Waiting tone during an ongoing conversation, another person is trying to contact you. To answer the call, do the following:

1. Press **R** and .

The ongoing call is put on hold and your phone rings to announce the waiting call.

Note: **R** is default for this function. If this soft key is reprogrammed to something other than R, this function is disabled.

2. Press .
3. Press to finish the call.

Wait for the system to recall the first party.

To terminate the ongoing call and answer the waiting call:

1. Press to finish the ongoing call.

The waiting call is signalled on your phone

2. Press to answer the new call.

11.9 Conference

With the conference function, up to seven parties can be included in a conference. Only the conference leader (that is, the person initiating the conference) can admit participants. During the conference a tone will be heard every 15 seconds.

Note: This feature needs to be programmed via the Desk PDM/CPDM. Please contact your system administrator.

When having an ongoing conversation and wanting to establish a telephone conference, do the following:

1. Press **More**, mark **New Call**, and press **Select**.
This will put the first call on hold.

2. Dial the number, and press .

When the third party has answered, continue with the following to establish a conference:

3. Press **More**, mark **Conference** and press **Select**.

   Note: You can also press **3**.

4. Repeat the procedure to add more conference members.

Note: A tone burst is heard each time a participant enters or leaves the conference. When the conference leader leaves the conference, the conference will continue with the other included parties. The conversation is changed back to a normal two party connection when there is only two parties left.

11.10 Dialing During a Connected Call

When calling interactive teleservices, for example telephone banks, you need to use Dual Tone Multi Frequency (DTMF) signals. If the phone exchange is not already programmed to automatically convert entered digits into DTMF signals, this function needs to be activated during the call.

To dial digits during a connected call, do the following:

1. Press **9** or **More**.

   - If pressing **More**, select **DTMF**, and press **Select**.

2. Enter the required digits.
Entered digits are transferred as DTMF signals.

Note: In Finland, press **1** and enter the required digits.

12 Call Forwarding

There are some different ways of forwarding calls. These are described in the following sections.

12.1 Diversion

A soft key or a hot key can be pre-programmed with a short cut to the Diversion function, see Section 9 on page 53, or by setting the profile to divert incoming calls. All calls to your extension are diverted to an internal or external answering position of your choice.

All calls, calls when busy or calls at no answer can be diverted to other phone numbers.

Note: This feature needs to be programmed via the Desk PDM or the CPDM. Please contact your system administrator.

To divert calls to another extension, do the following:

1. Press **Menu**, select **Calls**, and press **Select**.
2. Step to **Call services**, and press **Select**.
3. Select **Divert calls**, and press **Select**.
4. Select **Internal** or **External**.
5. Select **Activate** and enter the number to dial.
6. Press **OK**.

Also see Section 12.2 on page 65 and Section 12.3 on page 66.

12.1.1 Cancel Diversion

To stop diversion, do the following:

1. Select **Deactivate**.
2. Press the confirmation button or **OK**.

12.2 Internal Follow-me

All calls to your extension are diverted to an extension of your choice (within the private network). During **Follow-me**, the display shows a **>** after your number. On the next row, the answering position number is shown. A special dial tone

will be heard. Your phone can still be used for outgoing calls. Also see Section 12.1 on page 65 and Section 18.3 on page 102.

12.2.1 Order

To order Internal follow-me, do the following:

1. Press ***21*** and enter the answering position number.

   Note: U.K., press *2*.

2. Press # and .

Wait for the call timer to start in the display.

3. Press to finish the procedure.

12.2.2 Cancel

To cancel Internal follow-me, do the following:

1. Press #**21**# and press .

Wait for the call timer to start in the display.

   Note: U.K. press #**2**#

2. Press to finish the procedure.

12.3 External Follow-me

If External follow-me is allowed, calls to your extension can be diverted to an external number of your choice. During follow-me, the display shows a **>** after your number. A special dial tone will be heard. The phone can still be used for outgoing calls. Also see Section 12.1 on page 65 and Section 18.3 on page 102.

12.3.1 Order

To order External follow-me, do the following:

1. Press ***22***#.

   Note: North America, press ***23***#

2. Dial the digit or digits to get a line and enter the external number.

3. Press # and .

Wait for the call timer to start in the display.

4. Press to finish the procedure.

12.3.2 Cancel

To cancel External follow-me, do the following:

1. Press **#22#**.

   Note: North America, press **#23#**

2. Press .
Wait for the call timer to start in the display.

3. Press to finish the procedure.

12.4 Personal Number

With this feature you can be reached on your office phone number even if when out of the office. Depending on the functionality of your office exchange, you can have either one individual single search profile (standard) or choose between five individual search profiles (optional). A search profile can be designed to fit the situation, for example in the office, traveling, at home, and so on. Both internal or external phone numbers can be used in a profile.

Your search profile is programmed or modified by your system administrator, see Section 12.4.5 on page 69. When the personal number feature is activated, incoming calls are transferred to your selected phones or backup services in the selected order. If an answering position in the profile is busy, the call can be transferred to another predefined position in the profile, for example Voice Mail or to a colleague.

The profile can be handled from your own office phone. How to do this is described in the following sections (an operator can also assist you). It is also possible to use any of the Personal Assistant applications, if available. Contact your system administrator for more information. When out of the office, the feature Direct Inward System Access (DISA) can be used, if available in your system. How to use DISA is described in Section 12.4.3 on page 68 and Section 12.4.4 on page 68.

12.4.1 Activating or Changing to Another Profile from Your Office Phone

To activate or change to another profile from your office phone, do the following:

1. Press ***10***.

2. Press the search profile digit (**1-5**).

3. Press # and .
Wait for the call timer to start in the display.

4. Press to finish the procedure.

Note: When another party is included in the activated profile, a colleague or an operator for example, always remember to inform about your absence. If Voice Mail is included in the activated profile, always update your greeting with Absence Information.

12.4.2 Cancelling from Your Office Phone

To cancel the personal number feature from your phone, do the following:

1. Press #**10**#.
2. Press .

Wait for the call timer to start in the display.

3. Press to finish the procedure.

12.4.3 Activating or Changing to Another Profile from an External Phone

To be able to use this function, the external phone must be of push button type and provided with the following keys # and *****, or a mobile phone adapted for dial tone pulses (DTMF).

To from an external phone, do the following:

1. Call the DISA function at your office.

Wait for dial tone.

2. Press ***75***.

   Note: Germany, The Netherlands, and Sweden, press ***72***.

3. Enter the Authorization Code and press *****.
4. Dial your own extension number and press #.

Wait for dial tone.

5. Press ***10***.
6. Dial your own extension number and press *****.
7. Press the search profile digit, (**1-5**).
8. Replace the handset.

Note: When another party is included in the activated profile, for example a colleague or an operator, always remember to inform about your absence. If Voice Mail is included in the activated profile, always update your greeting with Absence Information.

12.4.4 Cancelling from External Phone

The external phone must be of push button type, provided with the following keys; # and *****, or a mobile phone adapted for dial tone pulses (DTMF).

To cancel the diversion from an external phone, do the following:

1. Call the DISA function at your office.
Wait for dial tone.

2. Press ***75***.

   Note: Germany, The Netherlands, and Sweden, press ***72***.

3. Dial the Authorization Code and press *****.

4. Dial your own extension number and press #.

5. Press #**10***.

6. Dial your own extension number and press #.

7. Replace the handset.

12.4.5 Designing and Ordering Search Profiles

The search profiles are installed or changed by your system administrator. To set up your profiles, copy the setting forms below (Table 3 on page 70, Table 4 on page 71, Table 5 on page 71, Table 6 on page 71 and Table 7 on page 72), fill in your new or changed profiles and hand it to your system administrator.

Note: If a profile handling application is connected to your system, profiles can be edited via the Intranet. See separate instructions for the application.

When designing search profiles, the following is important:

- Avoid ring times longer than 45 seconds for your profiles. Usually the caller hangs up after 3–6 ring signals. If you need a longer ring time, the maximum time is 60 sec.

- Consider the time you need to react and answer on each answering position in your profile. You might need up to 15 seconds to react and answer a call on a desk or cordless phone and 20–25 seconds for a mobile phone.

- There must be an answering position at the end of every profile (Voice Mail or operator/secretary). If not, calls might end up unanswered.

- Consider what should happen while you are busy on a phone. The available options are: *Diversion to Voice Mail* and *Diversion to the operator*.

- If an answering machine, a fax or other answering device is used as an early answering position, it might interrupt the searching. Disconnect the answering device, or design the ring times so they do not affect the searching.

- If your system admits just one single personal profile, design the profile only with your 2–3 most frequently used positions. If you add more numbers, there is a risk that the caller hangs up before a latter position is called.

- If your system admits 1–5 personal profiles, design the different profiles to fit your most frequently used positions. Make sure you use as few answering positions as possible for each profile. Profile examples: *In office*, *At home*, *Traveling*, *Absent/not reachable*.

Two examples of how to fill in setting forms for search profiles are described in Table 1 on page 70 and in Table 2 on page 70.

Table 1 Profile 1 - In office

Search order	Type of telephone or Answering position	Telephone number	Ring time (seconds)
1	Desk	1234	10
2	Cordless	5234	15
3	Voice Mail		

Table 2 Profile 2 - At home

Search order	Type of telephone or Answering position	Telephone number	Ring time (seconds)
1	External	222222	20
2	Mobile	0706666666	25
3	Voice Mail		

12.5 Setting form for search profiles

Fill in your:

- Name: _____
- Department: _____
- Telephone Number: _____
- Account: _____

Table 3 Profile 1 - _____

Search order	Type of telephone or Answering position(1)	Telephone number	Ring time (seconds)
1			

Search order	Type of telephone or Answering position(1)	Telephone number	Ring time (seconds)
2			
3			

(1) Can be, for example, Desk, Cordless, Mobile, External, Voice Mail, Operator, and so on.

Table 4 Profile 2- _____

Search order	Type of telephone or Answering position(1)	Telephone number	Ring time (seconds)
1			
2			
3			

(1) Can be, for example, Desk, Cordless, Mobile, External, Voice Mail, Operator, and so on.

Table 5 Profile 3- _____

Search order	Type of telephone or Answering position(1)	Telephone number	Ring time (seconds)
1			
2			
3			

(1) Can be, for example, Desk, Cordless, Mobile, External, Voice Mail, Operator, and so on.

Table 6 Profile 4 - _____

Search order	Type of telephone or Answering position(1)	Telephone number	Ring time (seconds)
1			
2			
3			

(1) Can be, for example, Desk, Cordless, Mobile, External, Voice Mail, Operator, and so on.

Table 7 Profile 5 - _____

Search order	Type of telephone or Answering position(1)	Telephone number	Ring time (seconds)
1			
2			
3			

(1) Can be, for example, Desk, Cordless, Mobile, External, Voice Mail, Operator, and so on.

13 Absence Information (Optional)

Absence Information is used to inform callers why you are absent and when you return. If you are authorized, you can also enter Absence Information for another extension from your own extension. A special dial tone will be heard. During Absence Information, your phone can still be used for outgoing calls.

Note: The absence handling function is reached from Calls (Call services) and requires that the corresponding code has been downloaded to your phone through Desk PDM/CPDM. Please contact your system administrator.

13.1 Order

To order absence information, do the following:

1. Press **Menu**, select **Calls**, and press **Select**.
2. Mark **Call services**, and press **Select**.
3. Mark **Absence**, and press **Activate**.

The available absence codes are displayed.

4. Select absence code, enter completing info, and confirm.

   When a return time or date is requested, do the following:

   a Enter the date (MMDD) or time (HHMM) of your return. For example, enter **0915** for September 15.

   Note: The order in which the date is stated is system dependent.

   b Press # and .
   Wait for the call timer to start in the display.

   c Press to finish the procedure.
   The display now shows the selected reason, the time or date of return, and diversion information.

Note: You can also use the following procedure to order: Press ***23*** (North America, press ***24***), enter the absence code (**0**-**9**), enter time or date of return (if requested), press # and press and . The absence code is system dependent. Contact your system administrator regarding the available absence codes.

13.2 Cancel

To cancel absence information, do the following:

1. Press **Menu**, select **Calls**, and press **Select**.
2. Mark **Call services**, and press **Select**.
3. Mark **Absence** and press **Deactivate**.
4. Press .
Wait for the call timer to start in the display.
5. Press to finish the procedure.
The programmed information is erased.

Note: You can also use the following procedure to cancel absence information: Press **#23#** (North America, press **#24#**) and press and .

13.3 Order for Another Extension

To order absence information for another extension, do the following:

1. Press ***23***.

   Note: North America, press ***24***.
2. Dial the extension number and press ***.
3. Enter the absence code (**0-9**).
4. Press ***** and enter the date or time for when the other person will return.
5. Press # and .
Wait for the call timer to start in the display.
6. Press to finish the procedure.
The display on the other person's extension shows the reason, and if entered, time or date of return.

13.4 Cancel for Another Extension

To cancel absence information for another extension, do the following:

1. Press **#23***.

   Note: North America, press **#24***.
2. Dial the extension number, press # and .
Wait for the call timer to start in the display.

Note: If the special dial tone is received, the Authorization Code for the other extension is required. Add the code and press # before pressing .

3. Press to finish the procedure.

14 Messages

When receiving a message, the indicator starts flashing, accompanied by a message tone or beep or vibrating alert. If a message is received during a call, a beep notifies the user. The new message icon is shown in the display. The icon will remain in the display until all new messages are opened.

There are three types of messages:

- Manual Message Waiting (MMW), see Section 14.1 on page 77.
- Text Messages, see Section 14.2 on page 78.
- Voice Mail, see Section 14.4 on page 81.

14.1 Manual Message Waiting

If a called extension does not answer it is possible to initiate a message waiting indication on that extension (if this function is allowed). If there is a message waiting, you will hear a special dial tone.

14.1.1 Answering Manual Message Waiting

To answer a manual message waiting:

- Press .
  A call is initiated to the extension that requested the MMW.

14.1.2 Order Manual Message Waiting to Another Extension

To order manual message waiting to another extension, when in idle mode, do the following:

1. Press ***31*** and enter the extension number.
2. Press # and .

Wait for the call timer to start in the display.

3. Press to finish the procedure.

The message is sent to the called extension.

14.1.3 Cancel Manual Message Waiting to Another Extension

To cancel manual message waiting, do the following:

1. Press **#31*** and enter the extension number.

   Note: North America, press **#56***.

2. Press # and .

Wait for the call timer to start in the display.

3. Press to finish the procedure.

14.2 Text Messages

It is possible to send and receive text messages, that is SMS (Short Message Service), to and from other phones in your system. The thirty last received messages are stored in the message list. The message list is located in the Messaging menu. Time and date information is included in the message.

14.2.1 Receive Messages (SMS)

A received but unread message is indicated by shown in the display. The icon will remain in the display until all new messages are opened. If the message is received during a call a beep notifies the user.

To read a received message:

- Press **Yes** to read it directly.
  It is possible to reply, forward the message, call the sender, and call number in text.

- Press **No** to read it later.

The message will in both cases be stored in the inbox.

To read a stored message:

1. Press **Menu**, select **Messaging**, and press **Select**.

2. Select **Inbox**.

3. Scroll to find the message and press **Select** to view the message.

14.2.2 Reply to a Message

To reply to a message, do the following:

1. Press **Yes**.

A menu appears.

2. Select **Reply** and press **Yes**.

3. Write the message.

4. Press **Send**.
5. Enter the number to send the message to.
6. Press **Send**.

Note: For instructions on how to write text and numbers, see Section 8.1 on page 47.

14.2.3 Delete Message(s)

To delete a message, do the following:

1. Press **Menu**, select **Messaging**, and press **Select**.
2. Select **Inbox**, and press **Select**.
3. Select which message to delete and press **More**.
4. Select **Delete** or **Delete all**, and press **Select**.
5. Press **Yes** to confirm.

The message is deleted.

14.2.4 Forward a Message

To forward a message to another phone number, do the following:

1. Press **Menu**, select **Messaging**, and press **Select**.
2. Select **Inbox**, and press **Select**.
3. Select a message, and press **View**.
4. Press **More** and select **Forward**, and press **Select**.
   - Write additional text (optional).
5. Press **Send**.
6. Enter number and press **Send** to forward the message.

14.2.5 Call the Sender of a Message

To call the sender of a message, do the following:

1. Press **Menu**, select **Messaging**, and press **Select**.
2. Select **Inbox**, and press **Select**.
3. Select a message, and press **View**.
4. Press **More**, select **Call sender**, and press **Select**.

14.2.6 Call a telephone number included in a Message

If the sender has written a telephone number in the message, it is possible to call this number without dialing it. Do the following:

1. Press **Menu** select **Messaging**, and press **Select**.
2. Select **Inbox**, and press **Select**.
3. Select a message, and press **View**.
4. Press **More**.
5. Scroll to **Call (No. in text)**, and press **Select**.
6. Press **Call**.

14.2.7 Save number from a Message

To save a number from a message, do the following:

1. Press **Menu**, select **Messaging**, and press **Select**.
2. Select **Inbox**, and press **Select**.
3. Select a message, and press **View**.
4. Press **More** and select **Save number**.
5. Select **Work number**, **Mobile number** or **Other number**, and press **Select**.
6. Select **Name**, and press **Add**.
7. Enter a name and press **OK**.
8. Press **Back**.

The number will be saved in the contact list.

14.3 Write and Send a Message (SMS)

To write and send a message, do the following:

1. Press **Menu**, select **Messaging**, and press **Select**.
2. Select **Write new message**, and press **Select**.
3. Write the message and press **Send**.

Note: The maximum message length is 160 characters (Keys 0-9, * or # can be used. Keys 0 and 1 contains special characters, see Section 8.1.3 on page 48 to see all characters). Some characters require 2 bytes in the final message, therefore the user will sometimes not be able to enter 160 characters.

4. Enter a number, or press middle soft key to enter your contact list, and press **Send** to send the message.

The first character entered will be an upper level character followed by lower level characters unless the is pressed before entering the character.

When pressing a key, the first available character on that specific key is displayed. To get any of the other characters on that key, press the key until that character appears in the display. For example, to the character E, press **3** twice. E appears in the display and is selected after a time out or when another key is pressed.

Note: To delete a character, press **Clear**.

14.3.1 Open a sent Message

To open a sent message, do the following:

1. Press **Menu**, select **Messaging**, and press **Select**.
2. Select **Sent**, and press **Select**.
3. Select a message, and press **View**.

14.3.2 Send to another destination

To send a message to another destination, do the following:

1. Press **Menu**, select **Messaging**, and press **Select**.
2. Select **Inbox** or **Sent**, and press **Select**.
3. Select a message, and press **View**.
4. Press **More**, select **Forward**, and press **Select**.
5. Edit the message if wanted, and press **Send**.
6. Enter a number, and press **Send**.

14.4 Voice Mail (optional)

The Voice Mail application allows you to leave a voice message to the caller when you are unable to answer calls, for example when out of office, in a meeting, and so on. The caller can leave a message in your mailbox, and when back in your office you can enter your mailbox and listen to received messages.

You can choose to divert all incoming calls, or calls when no answer or incoming calls when phone is busy, to your mailbox.

If using the Personal Number feature, it is recommended to program Voice Mail as the last answering position for all search profiles.

When you enter your mailbox, you will hear recorded instructions on how to handle listening, recording, storing and deleting messages, and how to change your security code.

A new Voice Mail is indicated by a popup message, a sound, and in the idle screen. Information is stored in the Voice inbox.

Note:

- How to handle your mailbox depends on the type of Voice Mail system. Contact your system administrator if you do not know which type of Voice Mail system you have.
- It is possible to configure a voice mail number to the voice mail button via the Desk PDM/CPDM. Please contact your system administrator.

14.4.1 Activation and Deactivation

For instructions on activation and deactivation, see Section 12.1 on page 65. Use the number to the Voice Mail system as *Answering position number*.

14.4.2 Check Voice Mail Inbox

A new Voice Mail is indicated by a popup message, a sound, and an icon in the idle screen.

To check your voice mails, do one of the following:

- Press **Call** from the popup message.
- Press and hold **1**, when in idle mode.

  In case the following message pops up: `Voice mail number not defined`, the voice mail number needs to be configured to the voice mail button. Contact your system administrator.

OR

- Enter **Messaging** from the main menu.

To check voice mails from **Messaging** tab, do the following:

1. Press **Menu**, select **Messaging**, and press **Select**.
2. Select **Inbox**, and press **Select**.

If asked, enter your security code.

Note: The security code at delivery is the same as the extension number.

The is displayed first in the inbox list.

3. Select and press **View**, and then **Call**.

Note: Only one voice mail at the time will be displayed, even if there are more voice mail messages in the message list.

15 Group Features

The group features available for this cordless phone are presented in the following sections.

15.1 Group Call-pick-up

People working in a team can have their phones programmed by the system administrator to form Call-pick-up groups. In a Call-pick-up group, any member can answer any individual call to group members. To enable this function, do the following:

- Press ***8#** and press to answer.

  Note: Finland and Sweden, press ***0#**; North America, press ***59#**.

Note: One Call-pick-up group can serve as an alternative to another group. Calls to the alternative group can only be answered when there are no calls to your own group.

15.2 Common Bell Group

Calls are signalled on a Common bell. To answer, do the following:

- Press ***8#** and press .

  Note: Finland and Sweden, press ***0#**; North America, press ***59#**..

15.3 Group Hunting

An internal Group Hunting number is a common directory number for a group of extensions. Calls to the group will be indicated at a free extension in the group. When you leave the group temporarily, you make your phone unavailable for incoming calls.

15.3.1 Leaving the Group Temporarily

To leave the group temporarily, do the following:

1. Press ***21*** and enter your own extension number.

   Note: U.K., press ***2*** and then extension number.

2. Press # and .

Wait for the call timer to start in the display.

3. Press to finish the procedure.

15.3.2 Reentering the Group

To reenter the hunting group, do the following:

1. Press **#21#** and press .
Wait for the call timer to start in the display.

   Note: U.K., press **#2#**.

2. Press to finish the procedure.

16 Other Useful Features

In this section, other useful features with the cordless phone and MX-ONE are presented.

16.1 Account Code

The Account Code function is used to charge a call to an account number or to prevent unauthorized calls from your phone. The Account Code can have 1 to 15 digits.

To enable this function, do the following:

1. Press ***61***.

   Note: Finland and Norway, press ***71***.

2. Dial the account code, press # and press .
Wait for dial tone.

3. Dial the digit or digits to get an external line and the external number.

16.1.1 Ongoing External Call

When the Account Code function is used to charge a call it is also possible to connect an ongoing external call to an Account Code.

During the call, do the following:

1. Press **R** to put the ongoing call on hold.
Wait for dial tone.

   Note: Soft key **R** is default. If this soft key is reprogrammed to something else, this function will disappear.

2. Press ***61***.

   Note: Finland and Norway, press ***71***.

3. Enter Account Code and press #.
Wait for dial tone.

4. Press **R**.

5. Press to resume the call that was put on hold.

16.2 General Deactivation

The following features can be simultaneously cancelled:

- Callback (all Callbacks are cancelled).
- Internal and External Follow-me.
- Manual Message Waiting/Message Diversion.

16.2.1 Order

To order general deactivation, do the following:

1. Press **#001#** and press .

Wait for the call timer to start in the display.

Note: North America, press **#0#**.

2. Press to finish the procedure.

16.3 Night Service

When the exchange is in Night Service mode, all incoming calls to the operator are transferred to a selected extension or group of extensions. The exchange is equipped with the following three different Night Service modes:

Common Night Service	All incoming calls to the operator are transferred to one specific extension. Answer the call in the normal way.
Individual Night Service	Selected external calls to the operator are transferred to one specific extension. Answer the call in the normal way.
Universal Night Service	All incoming calls to the operator are transferred to a universal signaling device, for example the common bell. Answer the call as described in Section 15.2 on page 85.

16.4 Emergency Mode

In the event of an emergency, the operator can set the exchange into Emergency mode, during which only pre-programmed extensions are permitted to make calls. If your extension is not assigned with this category and you try to make a call, you will not receive a dial tone.

16.5 Malicious Call Tracing

If being disturbed by bothersome or malicious external incoming calls, it is possible to request number tracing from the network provider. Tracing can be invoked during or after an ongoing conversation. The external line can be held for a limited period of time.

16.5.1 Order

To order call tracing during an ongoing conversation, do the following:

1. Press **R**.
Wait for dial tone.

2. Press ***39#**.
The system acknowledges with different tones whether the tracing request was accepted or rejected.

16.6 Direct Inward System Access (DISA)

If you are assigned to use the DISA function, and you are working externally, you can call your office and get access to an external line in order to make business calls. Business call will be charged your office extension number or an account number. You will just be charged for the call to the office. The external phone must be of push button type provided with the keys # and *****, or a mobile phone adapted for dial tone pulses (DTMF).

After a completed DISA call you must hang up before a new DISA call can be made. Depending on the type of authorization codes and account codes, different procedures are used. These are presented in the following sections.

16.6.1 Common Authorization Code

When using a common authorization code, do the following:

1. Call the DISA function at your office.
Wait for dial tone.

2. Press ***72***.

   Note: Germany, The Netherlands, and Sweden, press ***75***; North America, press ***6***

3. Dial the *Authorization Code* and press #.
Wait for dial tone.

4. Dial the external number.

16.6.2 With Individual Authorization Code

When using an individual authorization code, do the following:

1. Call the DISA function at your office.
Wait for dial tone.

2. Press ***75***.

   Note: Germany, The Netherlands, and Sweden, press ***75***; North America, press ***6***

3. Dial the *Authorization Code* and press *****.

4. Dial your own extension number and press #.
Wait for dial tone.

5. Dial the external number.

17 Settings

Your phone is equipped with many options to set and adjust behaviors to satisfy your personal needs. These settings are available in the Settings tab, which is reached from the main menu.

17.1 Sound and Alert

Sound and alert settings include for example ringer volume, ring signals and so on.

17.1.1 Adjusting Ringer Volume

To adjust ringer volume, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Select **Sound & Alerts**, and press **Select**.
3. Select **Volume**, and press **Select**.
4. Step with ▶ to increase the volume and ◀ to decrease it.
5. Press **OK** to save the settings.

17.1.2 Different Ring Signals for Internal Call, External Call and Call Back

To set different ring signals for different calls, do the following:

1. Press **Menu** and select **Settings**.
2. Mark **Sound & Alerts**, and press **Select**.
3. Select **Ring Signals**, and press **Select**.

Different signals for internal calls, external calls and call back can be set.

4. Select **Internal call**, **External call** or **Callback**, and press **Select**.
5. Select a ring signal, press **Select**, and press **Back** to save the setting.

17.1.3 Switching Vibrator On and Off

To switch the vibrator on and off, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Select **Sound & Alerts**, and press **Select**.

3. Select **Vibrating alert**, and press **Select**.

4. Choose between **On**, **On when silent** (that is, the vibrator is on when the phone is muted), or **Off**, and press **Select**.

5. Press **Back** to save the setting.

17.1.4 Message Alert

It is possible to set different message alerts. Do the following:

1. Press **Menu**, select **Settings**, and press **Select**.

2. Mark **Sounds & Alerts**, and press **Select**.

3. Mark **Message alert**, and press **Select**

4. Choose between the 8 different message alerts.
It is possible to listen to the message alerts by pressing **Play**.

5. Press **Back** to save the settings.

17.1.5 Key Sound

This means that each time a key is used, the phone gives a small sound. To enable this function, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.

2. Mark **Sounds & Alerts**, and press **Select**.

3. Mark **Key sound**, and press **Select**.

4. Choose between **Click**, **Tone** or **Silent**.
It is possible to listen to the key sound by pressing **Play**

5. Press **Select**.

6. Press **Back** to save the setting.

17.2 Display

Display settings concern brightness and screen saver settings.

17.2.1 Brightness

To set brightness, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.

2. Mark **Display** and press **Select**.

3. Mark **Brightness**, and press **Select**.

4. Mark **Normal** or **Power save**, and press **Select**.
5. Press **Back** to save the setting.

17.2.2 Screen saver

To set screen saver, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Mark **Display**, and press **Select**.
3. Mark **Screen saver**, and press **Select**.
4. Mark **Information** or **Black**, and press **Select**.
5. Press **Back** to save the setting.

17.3 Time and Date

You can set time and date by following the instructions in the following two sections.

17.3.1 Setting Time Format

To set the time, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Mark **Time & Date**, and press **Select**.
3. Mark **Time format**, and press **Select**.
The actual time is displayed. The formats to select from are the following:
   - 12:00 (AM/PM)
   - 24:00
4. Press **Back** to save the settings.

17.3.2 Setting Date Format

To set the date, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Mark **Time & Date**, and press **Select**.
3. Mark **Date format**, and press **Select**.
The formats to select from are the following:
   - DD/MM/YYYY. (That is, 17/09/2007 (also called Europe)).

- MM/DD/YYYY. (That is, 09/17/2007 (also called US)).
- YYYY-MM-DD. (That is, 2007-09-17 (ISO 8601)).
- MMM DD YYYY. (That is, Sept 17 2007).
- DD MMM YY. (That is, 17 Sept 07).
- DD.MM.YYYY. (That is, 17.09.2007).
- DD-MM-YYYY. (That is, 17-09-2007).

4. Press **Back** to save the setting.

17.4 Phone Locks

The keypad can be locked to prevent keys to be pressed by mistakes. The phone can be locked to be protected from unauthorized use. When the phone lock function is activated, a PIN code must be entered at power on.

Note: It is possible to call an emergency call, and to answer and close an incoming call while the keypad is locked.

17.4.1 Activating Automatic Key Lock

The keypad can be set to lock 20 seconds after it was last used. When in idle mode a locked keypad is indicated by . To activate the automatic key lock, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Mark **Locks** and press **Select**.
3. Mark **Automatic key lock** and press **Select**.
4. Mark **On**, and press **Select**.
5. Press **Back** to save the setting.

17.4.2 Activating Manual Key Lock

It is recommended to always have the automatic lock on, but it is possible to manually lock and unlock the keypad as well. To lock the keypad manually:

1. Press .
2. Press **Lock**

The indicates that the keypad is locked.

17.4.2.1 Unlock

To unlock the keypad, do the following:

1. Press .
2. Press **Yes**.

17.4.3 Activating Phone Lock

Activating Phone lock will protect the phone from unauthorized use. When this function is activated, the PIN code has to be entered at power on. When activating Phone lock the PIN code that must be entered. The PIN code is by default (0000) but it can be changed to any 4-8 digit code, see Section 17.4.4 on page 95.

To activate the phone lock, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Mark **Locks** and press **Select**.
3. Mark **Phone lock** and press **Select**.
4. Mark **Auto phone lock** and press **Select**.
5. Mark **On**, or **On in charger**, and press **Select**.
6. Enter PIN code, and press **OK**.
7. Press **Back** to save the settings.

When the phone is locked, is shown in the display.

Note: If PIN code lost enter new via PDM or do a factory reset via PDM.

17.4.4 Changing PIN Code

To change PIN code, do the following:

1. Press **Menu**, select **Settings**, and press **Settings**.
2. Mark **Locks** and press **Select**.
3. Mark **Phone lock** and press **Select**.
4. Mark **Change PIN code** and press **Select**.
5. Enter old PIN code (default is 0000) and press **OK**.
6. Enter new PIN code.
7. Confirm the new PIN code and press **Save**.

The following message is displayed: `New PIN code saved`.

17.4.5 Deactivating Phone Lock

To deactivate the Phone lock function, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Mark **Locks** and press **Select**.
3. Mark **Phone lock** and press **Select**.
4. Mark **Auto phone lock** and press **Select**.
5. Select **Off**, and press **Select**.
6. Enter PIN code, press **OK**.
7. Press **Back** to save the setting.

17.5 Changing Owner ID

The Owner ID is set to identify the telephone. To change the owner ID, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Mark **Owner ID**, and press **Select**.
3. Enter a name and press **Save** to save the setting.

17.6 Changing Answering Method

The phone can be set to answer a call automatically when a headset is used, or to answer a call by a press on any key.

You can also change the answering behavior to:

- Use Loudspeaking function directly when is pressed.
- Automatically connect incoming call in Loudspeaker, without pressing any key.

17.6.1 Normal Answering

The answering behavior is by default set to Off-hook. It can be set to any key by doing the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Select **Answering**, and press **Select**.
3. Select **Answering key**, and press **Select**.
4. Select **Any key** and press **Select**.
5. Press **Back** to save the setting.

17.6.2 Automatic Answer

Note: The automatically answer mode is only relevant when a headset or a Bluetooth headset is connected.

To set the phone to answer automatically, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Mark **Answering**, and press **Select**.
3. Mark **Answer behaviour**, and press **Select**.
4. Mark **Automatically** and press **Change** to activate the automatic mode.
5. Press **Back** to save the setting.

All incoming calls will be connected automatically when this behavior is selected.

To remove the setting, press **Change**.

17.6.3 Automatic Loudspeaker

To set the phone to automatically answer with loudspeaker, when pressing do the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Mark **Answering**, and press **Select**.
3. Mark **Answer behaviour**, and press **Select**.
4. Mark **Loudspeaking** and press **Change** to activate.
5. Press **Back** to save the setting.

To automatically connect incoming call in Loudspeaker, without pressing any key, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Mark **Answering**, and press **Select**.
3. Mark **Answer behaviour**, and press **Select**.
4. Mark **Loudspeaking** and press **Change** to activate.
5. Mark **Automatically** and press **Change** to activate the automatic mode.
6. Press **Back** to save the setting.

17.7 Changing the Menu Language

The display messages are available in 18 languages: Brazilian Portuguese, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Norwegian, Polish, Russian, Slovak, Spanish, Swedish and Turkish.

To switch menu language, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Mark * Language, and press **Select**.
3. Select one of the languages provided.

Wait for the phone to change language and connect to the network again.

Note:

- The telephone will need to search the system while switching menu language.
- If, by mistake, you changed the language, the * before Language will allow you to easily find where in the menu to switch languages.

17.8 Changing Text Size for Messages

Note: This is only for text size in messages, not for text in menus or soft keys.

To change text size, do the following:

1. Press **Menu**, select **Settings**, and press **Select**.
2. Mark **Messages**, and press **Select**.
3. Mark **Text size**, and press **Select**.
4. Select between **Normal** and **Large**, and press **Select**.
5. Press **Back** to save the setting.

18 Connections

In the connections tab, the following options are available; **Bluetooth**, **System**, **In charger**, and **Headset**.

18.1 Bluetooth

In this section Bluetooth connections are described.

Note: Bluetooth is optional, and is only visible in the connections menu if Bluetooth is ordered with the phone.

18.1.1 Enable Bluetooth

To enable Bluetooth connection, do the following:

1. Press **Menu**, select **Connections**, and press **Select**.
2. Mark **Bluetooth**, and press **Select**.
3. Mark **Enable**, and press **Select**.

is displayed in the idle screen.

18.1.2 Disable Bluetooth

To disable Bluetooth connection, do the following:

1. Press **Menu**, select **Connections**, and press **Select**.
2. Mark **Bluetooth**, and press **Select**.
3. Mark **Disable**, and press **Select**.

18.1.3 Connect Bluetooth Headset

To connect Bluetooth Headset, do the following:

Note: Only if Bluetooth connection is enabled.

1. Press **Menu**, select **Connections**, and press **Select**.
2. Mark **Headset**, and press **Select**.
3. Mark **Add new**, and press **Select**.
The following text is displayed: `Make sure headset is in Pairing mode`.
4. Press **OK**.

The phone searches for a Bluetooth headset to connect to.

5. When headset is found, press **Pair**.

6. Enter PIN code. (See User manual for the Bluetooth headset).

7. Press **OK**.
`Successful pairing` is displayed if the pairing mode was successful.

When a Bluetooth headset is connected, is displayed.

18.2 System

Your DT690 cordless phone supports GAP/CAP standard. Only available systems are displayed.

18.2.1 Select System

To select a system, do the following:

1. Press **Menu**, select **Connections**, and press **Select**.

2. Select **System**, and press **Select**.

3. Select **Change system**, and press **Select**.

4. Select **Automatically** (or a specific system from the list), and press **Select**.
If the phone is set to **Automatically**, a system will be selected according to the priority list.

18.2.1.1 Priority

The default order of priority is the order of entered subscriptions. This means that the first subscribed system has the highest priority. This list can be edited by the user. It is possible to set the systems in priority by moving them up or down in the list. It is also possible to get priority information by selecting **Info**.

1. Press **Menu**, select **Connections**, and press **Select**.

2. Select **System**, and press **Select**.

3. Select **Priority**, and press **Select**.

4. Change the priority if needed by selecting **Up** or **Down**.

5. Press **Back** to save.

18.2.2 Subscribe to a New System

Your DT690 cordless phone can subscribe to up to eight different cordless systems. To subscribe a new system, you will need the Portable Access Right Key (PARK) and Authentication code (AC) related to the system you are going to log on to. To retrieve this information, contact your system administrator. To subscribe to a new system, do the following:

1. Press **Menu**, select **Connections**, and press **Select**.

2. Select **Systems**, and press **Select**.

3. Select **Subscribe**, and press **Select**.

4. Enter the system name and press **Next**.

5. Enter the PARK code.

6. Enter the AC code and press **Next**.
`Protection on?` is displayed.

7. Select **Yes**, if the new system is to be protected, or **No** if the new system is not to be protected.

   Note: It is not possible to delete a protected subscription.

8. Press **OK**.
A searching mode starts.

18.2.3 Unsubscribe System

To unsubscribe from a system, do the following:

1. Press **Menu**, select **Connections**, and press **Select**.

2. Navigate to **System**, and press **Select**.

3. Select **Unsubscribe**, and press **Select**.

4. Select system to unsubscribe, and press **Select**.
A control question whether to unsubscribe or not is asked, press **Yes** to confirm.

Note: It is not possible to delete a protected subscription from the System menu. Contact your system administrator if you need to delete a protected subscription.

18.2.4 Rename System

It is possible to change the name of the system in the telephone.

To rename a system, do the following:

1. Press **Menu**, select **Connections**, and press **Select**.

2. Mark **System**, and press **Select**.
3. Select **Rename System**, and press **Select**.
4. Select a system from the list, and press **Edit**.
5. Enter the new name.
6. Press **Save**.
7. Press to exit the menu.

18.3 In Charger

While charging, calls can be redirected to another extension. Also while placed in the charger, the telephone can be switched off. This is described in the following sections.

18.3.1 Redirecting Calls and Messages when Placed in Charger

To divert calls or messages when the phone is placed in the charger, do the following:

1. Press **Menu**, select **Connections**, and press **Select**.
2. Mark **In charger**, and press **Select**.
3. Mark **Redirect**, and press **Select**.
4. Press **Back** to save the setting.

Note: The function is automatically cancelled when the phone is removed from the charger.

18.3.2 Switch off while Charging

When the cordless telephone is placed in the charger it can be switched off while it is charging. When it is removed from the charger it will switch on again. To detach the phone while charging, do the following:

1. Press **Menu**, select **Connections**, and press **Select**.
2. Mark **In charger**, and press **Select**.
3. Mark **Switch off**, and press **Select**.
4. Press **Back** to save the setting

18.3.3 Deactivate the charging mode

To deactivate the charging mode, do the following:

1. Press **Menu**, select **Connections**, press **Select**.
2. Select **In charger**, and press **Select**.
3. Mark **No action**, and press **Select**.
4. Press **Back** to save the setting.

19 Installation

In this section, battery and chargers and other equipments for the cordless phone are described.

19.1 Charging the Battery

The battery requires charging when in the display indicates low level. The battery is fully charged within four hours. The battery can be charged separately with a special battery charger.

To charge the battery:

- Place the phone in the charger.

  The battery is being charged when the indicator on the telephone is steady orange. When the battery is fully charged the indicator will be green. A flashing green indicator means incoming call or message. A red indicator indicates battery warning. An animated battery icon is shown in the display, indicating charging be starting with its current charge and ending with the full charge. A filled battery icon indicates a fully charged battery.

Note: Only use the prescribed chargers for charging.

19.2 Charging Spare Batteries

Spare batteries can be charged with a separate battery pack charger. The battery pack charger can charge six batteries at the same time.

19.3 Replacing the Battery

If the standby time for the cordless telephone becomes too low, replace the battery with a new one. Contact your system administrator or your certified Aastra Sales partner for information on new batteries. The battery is easy to replace. It is attached inside the battery lid and is connected to the cordless telephone in such a way that no miss-contact is possible. Attach the battery as described in Figure 16 on page 106.

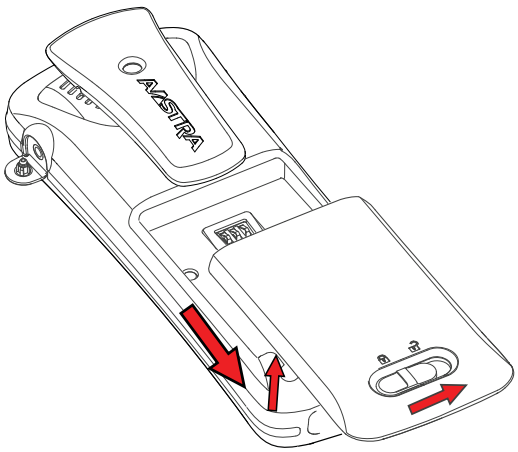


Figure 16 Unlock the lid and remove the battery

19.4 Desktop Charger

There are two desktop chargers available, one basic and one advanced, see Figure 17 on page 106.

Basic Charging only

Advanced Charging, software download, and synchronizing of parameters.

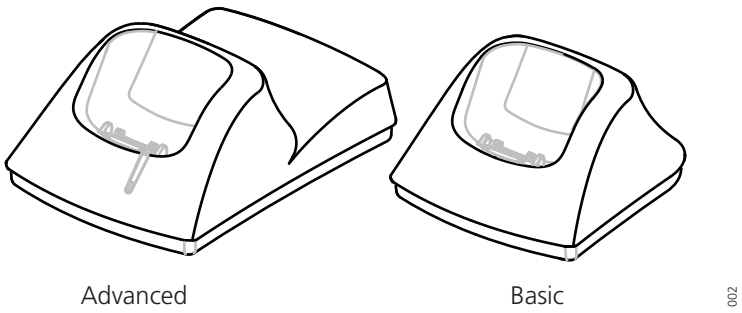


Figure 17 Desktop chargers

The desktop charger is delivered with a plug-in power supply and is connected into an ordinary wall socket.

Note: Only use the chargers within the temperature range of 5 - 40º C.

19.4.1 Advanced desktop charger

To use the advanced desktop charger for software download and synchronizing parameters, the charger must be connected to a PC with Portable Device Manager (PDM) software installed. For a description of PDM, see Section 19.10 on page 112.

The charger is connected to a PC through the USB or one of the network connectors, see Figure 18 on page 107. When connecting the charger with a PC through one of the network connectors the charger acts as a switch, which makes it possible to connect the other connector to the LAN.

Figure 18 Network and USB Connectors

Note: Network and USB connectors are used to connect the desktop charger to a PC running the PDM (not for charging).

19.5 Rack Charger

The charging rack is used for charging several telephones, to synchronize parameters, and for software download. The built in power supply can charge up to six cordless telephones.

19.6 Battery Pack Charger

The battery pack charger is used for charging up to six spare batteries.

19.7 Headset

A headset is recommended if you frequently use the phone or want to have both hands free. The headset comes in two versions; with microphone integrated in the cable, and with microphone on a boom. Connect the headset to the headset connector marked .

19.8 Bluetooth Headset

Bluetooth technology replaces the cord between a cordless telephone and the headset. This allows the user to move more freely and eliminates the risk of a headset cord getting stuck.

Bluetooth is factory-mounted on the cordless telephone's circuit board. It is optional to use a Bluetooth headset with the cordless telephone.

Note: The cordless phone is tested with Bluetooth headsets, but this is not something that is provided nor sold together with the telephone.

The supported functions are:

- Pairing the cordless telephone with its headset.
- Choosing the device to use when making a call.

- Playing a ring signal through the Bluetooth headset.
- Answering and connecting sound to the Bluetooth headset when answering with the headset button.
- Ending a call with the Bluetooth headset button.
- Transferring audio to and from the Bluetooth headset during a call, using the menu in the cordless telephone.
- Increasing and decreasing the volume in the Bluetooth headset with the volume buttons on the cordless telephone.

A number of Bluetooth headsets have been tested together with the telephone. Since the Bluetooth supports the Bluetooth 2.0 standard, other headsets may also work although not verified by Aastra.

Note: The Bluetooth headset functions may vary. Refer to the Bluetooth headset manual.

19.8.1 Using Bluetooth Headset

For optimal performance, place the Bluetooth headset and the telephone on the same side of your body. The best audio quality in the headset is achieved when there is no obstructions, including your body, between the headset and the cordless telephone.

19.8.2 Operation

Enabling, disabling, and connecting a Bluetooth headset is explained in Section 18.1 on page 99.

Up to four headset can be paired to the telephone, but only one at a time can be active, to pair another headset; repeat the steps in Page 99.

Activating a Bluetooth headset

To activate a Bluetooth headset, do the following:

1. Press **Menu**, select **Connections**, and press **Select**.
2. Select **Bluetooth**, and press **Select**.
3. Select **Headset**, and press **Select**.
4. Step with the navigation keys to the headset to be connected, **Select**.

`Connection successful` is displayed when the headset has been connected.

Note: The current active headset must be deactivated before another headset can be activated.

Deactivating a Bluetooth headset

To deactivate the active Bluetooth headset, do the following:

1. Press **Menu**, select **Connections**, and press **Select**.
2. Go to **Bluetooth**, and press **Select**.
3. Select **Headset**, and press **Select**.
4. Step with the navigation keys to select the headset to deactivate, and press **More**.
5. Select **Disconnect** and press **Yes**.
The headset is deactivated but is still paired and can be found in the headset menu.

Removing a headset

To remove a Bluetooth headset, do the following:

1. Press **Menu**, select **Connections**, and press **Select**.
2. Go to **Bluetooth**, and press **Select**.
3. Select **Headset**, and press **Select**.
4. Use the navigation key to select headset, and press **More**.
5. Select **Remove** and press **Yes**.
The headset is deactivated but is still paired and can be found in the headset menu.

Changing the name of Bluetooth headset

To change the headset name, do the following:

1. Press **Menu**, select **Connections**, and press **Select**.
2. Go to **Bluetooth**, and press **Select**.
3. Select **Headset**, and press **Select**.
4. Use the navigation key to select headset, and press **More**.
5. Select **Edit name**, and press **Select**.

19.8.3 Calling

To make a call, do the following:

1. Dial the number and press **Call**.
2. When `Transfer call to phone?` is displayed:

- Press **No** or ignore the message to use the Bluetooth.
- Press **Yes** to use the telephone.

19.8.4 Answering

A ring signal sounds both in the active Bluetooth headset and the telephone to indicate an incoming call.

- To answer the call from the Bluetooth headset, press the headset button.
- To answer the call from the telephone, press .

19.8.5 Ending a Call

To end a call, do the following:

- Press the headset button or on the telephone.

19.8.6 Volume and Mute Control

To adjust the volume during a call, do the following:

- Press the upper volume button to increase the volume.
- Press the lower volume button to decrease the volume in the headset.

To mute the microphone during a call, do the following:

- Mute the headset and the telephone with the on the telephone.

19.8.7 Transferring a call

To transfer a call to the telephone from the Bluetooth headset:

1. Press **More** during a call.
2. Select **Audio transfer** and press **More**.
3. Select **To phone** and press **Select** again.

To transfer the call to the Bluetooth headset:

1. Press **More** during a call.
2. Select **Audio transfer** and press **More**.
3. Select the headset and press **Select**.

It is also possible to transfer a call to the Bluetooth headset by pressing the ***** button on the Bluetooth headset.

19.8.8 Switching to a headset with cord

If a headset with a cord is connected during a call, the call is automatically transferred to the headset.

19.8.9 Operation notice

Accessibility and Voice quality

Bluetooth uses the frequency of 2.45 GHz. WLAN, microwave oven, and other devices that use the same frequency can disturb the use of a Bluetooth headset.

Operation Area

Maximum distance between the headset and the telephone is 10 metres. The communication distance between the handset and headset may vary considerably due to the environment and disturbances from other 2.45 GHz equipment. Different headsets can also give different communication distances.

Out of Range

If a connection cannot be made with the selected Bluetooth headset the call is transferred automatically to the telephone. If the Bluetooth headset and the telephone get out of range from each other the connection is temporarily lost. Since the last connected headset is always considered "selected", the connection is automatically established again when a call is made or received.

19.9 Belt Clip

The clip on the back of the phone helps you fasten it to a belt or similar.

To attach or remove the clip:

Spread the clip slightly. The ends of the clip fit into holes on the side of your phone.

19.9.1 Attaching Hinge-type Clip

Attach the hinge clip as described in Figure 19 on page 112.

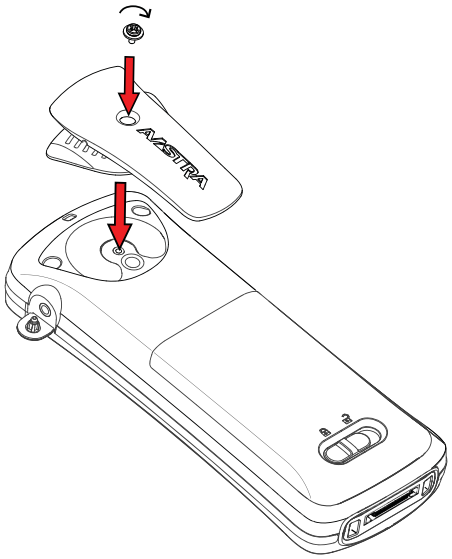


Figure 19 Click on the clip

19.9.2 Attaching Swivel-type Clip

Attach the swivel clip as described in Figure 20 on page 112.

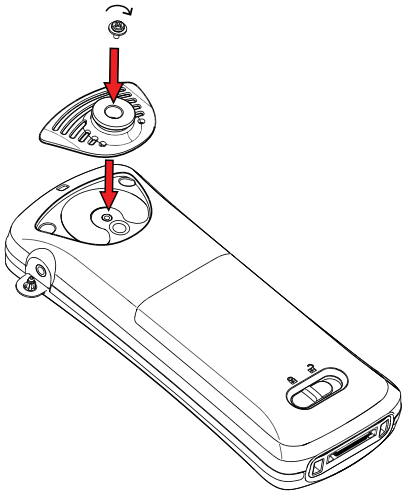


Figure 20 Click on the clip

19.10 Portable Device Manager

It is possible to upgrade software and synchronize parameters in your DT690 cordless phone with the Portable Device Manager (PDM) software. PDM exists as a Windows version (Desk PDM) and as a System version (CPDM), and is most often used by system administrators only. Desk PDM can be used together with the advanced desktop charger. The advanced desktop

charger is connected to the PC with PDM software through the network or USB connectors at the back of the charger, see Figure 21 on page 113.

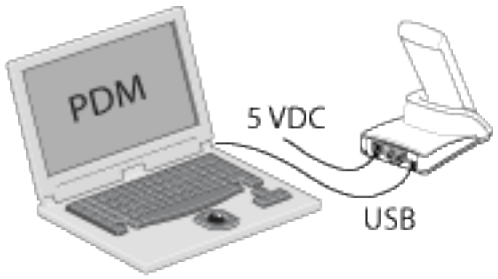


Figure 21

For more information on PDM or upgrading of your cordless phone, contact your system administrator.

20 Troubleshooting

This section contains information on how to solve common operational problems, see Table 8 on page 115, and warnings, see Table 9 on page 115, you may receive. Go through the following lists if you encounter any problems. If the checklists do not solve the problem, contact your system administrator. If others have similar problems, there may be a system error.

Table 8 Operational problems

Fault	Probable cause	Action or comment
No display	The battery level is low or the phone is defective.	Charge the battery or contact system administrator.
No ringing	The mute icon is shown in the display, or ringer volume set to silent, or the telephone is defective.	Make a long press on #, or increase volume, or contact system administrator.
Signal strength icon off	Out of system coverage area or the phone is defective.	Enter coverage area or contact system administrator.
Call is switched off after 2 seconds	The phone is defective.	Contact system administrator.

Table 9 Error or warning messages

Display shows	Probable cause	Action or comment
`Enter PIN`	The telephone's lock is activated.	Enter the required PIN code. If PIN code lost, contact your system administrator.
`No access`	The network is in range, but no access rights.	Switch telephone off and then switch it on again or contact system administrator.

Display shows	Probable cause	Action or comment
No system The telephone beeps once a minute (during max 30 minutes) with a low tone followed by a high tone (if enabled, the vibrator also follows the beeps).	The telephone is out of coverage or telephone is defective.	Stop the beep with the Sound off key and go into range, or contact system administrator. (When re-entering the coverage area it can take a couple of minutes before the telephone automatically has registered into the system.)
SERVICE NEEDED Parameters corrupt	The telephone is defective.	Select reset option on the middle soft key if available or if no reset option is available or fault does not resolve the telephone needs repair. (1)
Battery low	The battery level is low.	Charge the battery.
Enter IPEI	The phone is blocked, that is, if you have entered the wrong PIN code more than three times.	Enter the IPEI code and press .
Phonebook is not available at the moment	The phonebook does not respond, not available at the moment.	Try again later. If fault persists, contact your system administrator.
Voice mail number not defined	There is no Voice mail number defined in the telephone.	Define a Voice mail number via Desk PDM/CPDM.

(1) This display message only shown in English

21 Glossary

AC	Authentication code.
Abbreviated number	Short number. Initiating a call to a pre-programmed number by dialing a code or pressing a key.
Conference	If you have an ongoing conversation you can include other persons and establish a telephone conference.
CPDM	Centralized Portable Device Manager: A system version with more features than the Desk PDM. It runs on a ELISE2 hardware and is manageable from a PC with network communication.
DECT/GAP	Digital Enhanced Cordless Telecommunication/ Generic Access Profile. This means that no one can eavesdrop on your calls and that the quality of speech is as good as that of conventional fixed telephones. DECT/GAP enables interoperability with other manufacturers' products.
Desk PDM	Desk Portable Device Manager. A windows version, run on a PC, of the management tool for devices where to download software, set up parameters, templates and so on.
Directory number	Number with 1-8 digits which is assigned to an extension or external line or as a common abbreviated number.
DTMF tone	Dual Tone Multi Frequency or touch tone, for dialing.
Exchange	Switch. Your telephone switching system.
Extension number	All telephones connected to the PBX have a unique internal number (up to 8 digits). You can see your number on the display.
GAP	Generic Access Profile, a standard for cordless telephone systems.

Idle mode	The state your phone is in when nothing is activated; not calling, not ringing, not diverted and so on.
IP call	Internal call sent through an internal data network (LAN or WAN).
IPEI	International Portable part Equipment Identity, unique identity assigned to your phone by the manufacturer.
ISDN	Integrated Services Digital Network. Provides your system with supplementary services from the public net.
Least Cost Routing	A function that automatically selects the cheapest way to connect your external call (not necessarily the shortest distance).
Li-Ion battery	A battery made from Lithium ions. Li-Ion batteries are light-weight and have a very high energy density. This makes them ideal for use in portable equipment, such as cordless phones.
PARK	Portable Access Right Key, unique identity assigned to your network.
PBX	Private Branch Exchange. Your telephone switching system (for example, MX-ONE).
PDM	
PIN	Personal Identification Number for security.
Speed Dialing number	Abbreviated number or short number, used for making frequently used numbers faster to dial.
SW	Here you can see which version of the phone software you have.
Tandem configuration	The tandem configuration is a unit consisting of two phones using the same directory number.
Third party	A third connection (person), which can be included in an ongoing two person conversation. The connection can be internal or external.

22 Telephony Function Codes

This section describes the country specific function codes used in MX-ONE that are relevant for the DT690 cordless phone. The codes are listed in Table 10 on page 119.

The following application systems are concerned: Australia, Austria, Belgium, Brazil, China, Denmark, Export, Finland, France, Germany, Hong Kong A-law, Hong Kong My-law, Indonesia, Ireland, Italy, Malaysia, Mexico, The Netherlands, New Zealand, North America, Norway, Korea, Saudi Arabia, Singapore, South Africa, Spain, Standard, Sweden, Switzerland, and United Kingdom.

Suffix codes are entered as written. They can only be used for SIP phones. For H.323 phones dedicated keys are used.

Service codes are entered as *** code** # for activation, and # **code** # for deactivation.

Table 10 Standard and alternative codes

Functions	**Codes**	
Suffix codes (only for SIP)	**Standard**	**Alternative**
Alternation on Inquiry	N/A	Sweden: R
Conference	3	
Intrusion	4	France: 8 New Zealand: 8 Sweden: 8
Call Waiting Indication	5	France: 6 New Zealand: 6 Sweden: 4
Call Back	6	France: 5 New Zealand: 5 Sweden: 5
Common Parking or Individual Call Pick-up	8	France: 4 New Zealand: 4 Sweden: 6
Service Codes		
General Deactivation	001	North America: 0
Choice of Language	08	
Ordering or Cancellation of Active List (Personal Number)	10	

Follow Me	21	United Kingdom: 2
External Follow Me	22	North America: 23
Ordering or Cancellation of Interception Message	23	North America: 24
Print Interception Message	26	Sweden: N/A
Manual Message Waiting	31	
Cancellation of Message Waiting	31	North America: 56
Automatic Call Back, Cancellation	37	North America: 6
Malicious Call Tracing	39	
Calling Line Identification Restriction Per Call	42	
By-pass of Diversion	60	North America: 1
Account Code Predialing	61	Finland: 71 Norway: 71
Authorization Code Predialing	72	Germany: 75 The Netherlands: 75 North America: 6 Sweden: 75
Lock/Unlock Common Authorization Code	73	North America: 71
Change Individual Authorization Code	74	
Dial With Individual Authorization Code	75	Germany: 72 The Netherlands: 72 Sweden: 72
Lock/Unlock Individual Authorization Code	76	
Customer Identity Storage	77	
Answer on Group Call Pick-up, and Answer on Night Time Connection (* and # in the service code can be excluded)	8	Finland: 0 North America: 59 Sweden: 0
Ordering of Night Time Connection	84	North America: 8
Repetition of the Last External Number Dialed	***	Finland: **0 Sweden: **0
Conference		
Maximum number of parties when external lines are connected	8	

Maximum number of parties in a conference	8	
Maximum number of public trunk lines in a conference	8	North America: 6
Maximum number of external lines in a conference	8	North America: 6
PBX Operator Service Codes		
Selection of a specific line within a route	0	North America: 3
Conference	3	North America: 4
Day/night status for the exchange	80	
Emergency switching	90	